

## **Paying sundry invoices**

If you have an invoice from us you can pay in a number of different ways.

### **At a bank:**

Complete the tear off slip at the bottom of the invoice and present this with your payment at the bank.

If you pay at any branch of Barclays Bank in Hertsmere, or at your own bank branch, you do not have to pay a fee

### **BACS:**

A BACS payment is an automatic bank transfer payment.

Your payment will need to go to:

- Account name: Hertsmere Borough Council
- Sort code: 20-05-03
- Account number: 90510726
- Reference number: please quote the invoice number that you are paying

**Online:** Make [online payments here](#).

### **Telephone:**

Call **030 0456 0499** for our automated telephone payment service, for payments by debit or credit card.

Please have the following information to hand:

- Your invoice reference number
- The amount you wish to pay
- Your card number
- Your card expiry date
- Your card issue number (for debit cards).

You can pay by

- **Debit cards** (no charge)
- **Credit cards** (subject to a 1.7% charge)
  - VISA
  - MASTERCARD

You will be given a receipt number at the end of the call (for example TELE 01999999), which is confirmation that your payment has been successful.

**PayPoint**

You can pay cash at participating outlets free of charge. You need to take your barcoded invoice with you, participating outlets will display the 'PayPoint' logo, a list can also be found at [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk) or [www.paypoint.com](http://www.paypoint.com)

**Post Office**

Cash and debit card payments are accepted at any Post Office, but you may be charged to do this.

If you need any help in making a payment, call us or email: [sundry.debtors@hertsmere.gov.uk](mailto:sundry.debtors@hertsmere.gov.uk)