



FACT SHEET: ANNUAL CELEBRANT REGISTRATION CHARGE

What is the annual celebrant registration charge?

All celebrants must pay the celebrant registration charge each financial year to continue their registration, unless an [exemption](#) from liability to pay the charge has been granted.

How much do I have to pay?

The annual celebrant registration charge is \$240. This is non-refundable.

The Department is not responsible for payments made to incorrect accounts as the result of incorrect numbers being used. You should always keep the receipt and other evidence (eg, your bank notification) of your payment.

When will I receive my invoice?

An invoice for the annual registration charge will be sent in July and you will have 30 days to make payment. The invoice due date is stated in the top right hand corner of the invoice.



CELEBRANT NAME
ADDRESS LINE 1
ADDRESS LINE 1

Direct Inquiries to : Marriage Law and Celebrants Section
Email : marriagecelebrantssection@ag.gov.au
Phone : 1800 550 343

Customer Tax Invoice

| | |
|----------------------------------|--|
| Invoice Number 6XXXXXX | Reference Number 16111XXXXXXXXXX |
| Issue Date xx.xx.2018 | Due Date xx.xx.2018 |
| Customer Number XXXXXX | |

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| Item | Description | Value (\$) |
|------------------------|---|------------|
| 001 | Annual Celebrant Registration Charge | 240.00 |
| | Goods & Services Tax | 0.00 |
| Total (excluding GST): | | 240.00 |
| Total GST: | | 0.00 |
| Total (including GST): | | 240.00 |

If you have not received your invoice by mid-July, please contact us on 1800 550 343.

How will I receive my invoice?

All celebrants with an email address held on file will receive their invoice via email. Celebrants who have not provided an email address will receive their invoice through the post. Additionally, each celebrant with an email address will have a copy of their invoice placed on their individual celebrant [self-service portal](#).

It is very important you ensure that your email and address details are up to date.

You can do this on the self-service portal or by contacting the Marriage Law and Celebrants Section on 1800 550 343 or via email at marriagecelebrantssection@ag.gov.au.

What is the difference between the ‘Due Date’ on the invoice and the ‘Charge Payment Day’?

The invoice Due Date is 30 days after the invoice is issued. The Charge Payment Day is 60 days after the invoice is issued. The Charge Payment Day is the absolute last date that the invoice must be paid by. If payment is not received by the department by the Charge Payment Day, by law the Registrar for Marriage Celebrants must deregister you.

You should pay your invoice by the Due Date on your invoice to ensure your payment is received and processed prior to the Charge Payment Day (if you pay after the charge payment day your payment cannot be accepted and you will be deregistered). Setting the due date 30 days from the date of the invoice enables the department to process and clear payments before the Charge Payment Day. It is each celebrant’s responsibility to pay the annual charge within the timeframe provided.

How do I apply for an exemption?

Celebrants have **21 days** from the day after which the invoice is sent to apply for an exemption. To be considered for an exemption you must lodge your application, including a non-refundable \$30 fee, through the self-service portal within 21 days please be aware that a separate invoice will be generated when you apply for an exemption. You must not pay the exemption application fee against your 2018-2019 annual registration charge invoice.

You should regularly check your email and self-service portal in July so you can access your invoice as soon as possible.

Exemptions may only be sought from the celebrant registration charge on the grounds of remoteness or specified circumstances. For detailed information on seeking an exemption under these grounds, you should refer to the [Guidelines for seeking an exemption from the annual celebrant registration charge](#) which is located on the Celebrant resource page of our website.

How do I update my contact details?

You should ensure that all of your contact details are up to date including your postal address and your email address. If any changes are required you should advise the Marriage Law and Celebrants Section as soon as possible. Alternatively, you can update your personal details on the self-service portal.

What happens if I don’t pay and I don’t have an exemption?

If payment is not received by the Charge Payment Day, the Registrar of Marriage Celebrants must deregister you as a marriage celebrant. Once the Charge Payment Day has passed, a late payment cannot be accepted.

You should always keep the receipt and other evidence of your payment.

Who can I call for help?

If you have any issues paying your invoice, please contact the Marriage Law and Celebrants Section on 1800 550 343 immediately.

How should I pay the invoice?

The easiest way to pay your invoice is via the [self-service portal](#). This automatically matches the payment to your account and generates a receipt.

1. Select 'annual registration payment' from the left hand menu

2. Enter your **reference number which starts with 1611xxxxxxxxxx**. This can be found in the information square at the top right of your invoice. Enter this number without spaces, exactly as it is shown on the invoice. The payment process will not work if you enter the Invoice Number.



CELEBRANT NAME
ADDRESS LINE 1
ADDRESS LINE 1

Direct Inquiries to : Marriage Law and Celebrants Section
Email : marriagecelebrantssection@ag.gov.au
Phone : 1800 550 343

| Customer Tax Invoice | |
|----------------------|------------------|
| Invoice Number | Reference Number |
| 6xxxxxx | 1611xxxxxxxxxx |
| Issue Date | Due Date |
| xx.xx.2018 | xx.xx.2018 |
| Customer Number | |
| xxxxxx | |

Page 1 of 2

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Whilst payment through the self-service portal is the department's preference, there are other payment options available.

If you choose to pay using another payment method please ensure you read the payment instructions.

Direct debit

Transfer your payment to us online from your cheque or saving account and send an email to eft.payments@ag.gov.au stating the customer number, amount paid, date paid and the invoice number(s) to which the payment applies.

| | |
|---------------|---|
| Bank | Reserve Bank of Australia |
| BSB: | 092009 |
| Account: | 110687 |
| Account name: | Attorney General's Official Admin Rcpts (Settlmnt) |
| Reference | Your invoice number and surname (ie xxxxxxxx surname) Make sure you include a <u>space</u> between the invoice number and your surname. |

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|------------------------|--------------------------------------|------------|
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| Total (excluding GST): | | 240.00 |
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| Total (including GST): | | 240.00 |

Payment Methods

- Online (credit card): <https://marriage.ag.gov.au/portal> (annual registration charge only)

- **Direct Debit:** Deposit your payment into the below account and send an email to eft.payments@ag.gov.au stating your invoice number xxxxxxxx amount paid and confirming the payment description you used.

Account Name: Attorney General's Official Admin Rcpts (Settlmnt)
Bank: RBA
BSB Number: 092009
Account No: 110687
Payment Description: xxxxxxxx surname

- **Credit Card** (Cards accepted: MasterCard & Visa)

by Phone: Call 1300 130 379 (local call charge)
 Customer Reference Number: 1096 1120 119

by Fax: Fill out the following details and fax this full page to 02 6141 3563.

MasterCard / Visa

Card Number _____ / _____ / _____

Cardholder Name _____

Expiry Date _____ Card Holders Signature _____

- **By Mail:** If you cannot use one of the methods above, please attach this portion to your remittance with cheques/money orders made payable to **Attorney-General's Department** and forward to:

Attorney-General's Department
 Robert Garran Offices
 3-5 National Circuit
 BARTON ACT 2600

| | |
|--|-------------------|
| Due Date | xx.xx.2018 |
| Customer number | XXXXXX |
| Invoice number | XXXXXXXX |
| Amount Owning | \$240.00 |
| Amount | _____ |
| Date Paid | _____ |
| Other invoices paid in this remittance | _____ |

Credit card

Credit card payments by MasterCard or Visa credit cards can be made through the Department's phone banking system by calling:

| | |
|----------------------------|--|
| Phone: | 1300 130 379 (local call charge) |
| Customer Reference Number: | Your Customer reference number which is underneath the phone number |

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| Total (including GST): | | 240.00 |

Payment Methods

- Online (credit card): <https://marriage.ag.gov.au/portal> (annual registration charge only)

- Direct Debit: Deposit your payment into the below account and send an email to eft.payments@ag.gov.au stating your invoice number **6102600**, amount paid and confirming the payment description you used.

Account Name: Attorney General's Official Admin Rcpts (Settlement)

Bank: RBA

BSB Number: 092009

Account No: 110687

Payment Description: 6102600 surname

- Credit Card (Cards accepted: MasterCard & Visa)

by Phone: Call 1300 130 379 (local call charge)

Customer Reference Number: XXXXXXXXXXXX

by Fax: Fill out the following details and fax this full page to 02 6141 3563.

MasterCard / Visa

Card Number _____ / _____ / _____

Cardholder Name _____

Expiry Date _____ Card Holders Signature _____

- By Mail: If you cannot use one of the methods above, please attach this portion to your remittance with cheques/money orders made payable to **Attorney-General's Department** and forward to:

Attorney-General's Department
Robert Garran Offices
3-5 National Circuit
BARTON ACT 2600

| | |
|--|-----------------|
| Due Date | xx.xx.2018 |
| Customer number | XXXXXX |
| Invoice number | XXXXXXX |
| Amount Owning | \$240.00 |
| Amount | _____ |
| Date Paid | _____ |
| Other invoices paid in this remittance | _____ |
| | _____ |
| | _____ |

Fax

Fax payments can be made by filling out the fax section (including Expiry Date and Signature) of your invoice and faxing the invoice to 02 6141 3563.

| Item | Description | Value (\$) |
|-------------------------------|--------------------------------------|---------------|
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| | Goods & Services Tax | 0.00 |
| Total (excluding GST): | | 240.00 |
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| Total (including GST): | | 240.00 |

Payment Methods

- **Online (credit card):** <https://marriage.ag.gov.au/portal> (annual registration charge only)

- **Direct Debit:** Deposit your payment into the below account and send an email to eft.payments@ag.gov.au stating your invoice number **6102600**, amount paid and confirming the payment description you used.

Account Name: Attorney General's Official Admin Rcpts (Settlement)

Bank: RBA

BSB Number: 092009

Account No: 110687

Payment Description: 6102600 surname

- **Credit Card** (Cards accepted: MasterCard & Visa)

by Phone: Call 1300 130 379 (local call charge)

Customer Reference Number: XXXXXXXXXXXX

by Fax: Fill out the following details and fax this full page to 02 6141 3563.

MasterCard / Visa

Card Number _____ / _____ / _____

Cardholder Name _____

Expiry Date _____ Card Holders Signature _____

- **By Mail:** If you cannot use one of the methods above, please attach this portion to your remittance with cheques/money orders made payable to **Attorney-General's Department** and forward to:

Attorney-General's Department

Robert Garran Offices

3-5 National Circuit

BARTON ACT 2600

| | |
|--|-----------------|
| Due Date | xx.xx.2018 |
| Customer number | XXXXXX |
| Invoice number | XXXXXXX |
| Amount Owing | \$240.00 |
| Amount | _____ |
| Date Paid | _____ |
| Other invoices paid in this remittance | _____ |
| | _____ |
| | _____ |

Mail

If you cannot use one of the methods above, please attach a cheque/money order to your invoice made payable to:

Collector of Public Monies
 Attorney-General's Department
 Robert Garran Offices
 3-5 National Circuit
 BARTON ACT 2600

Please attach a copy of your invoice with your cheque or money order.