

CHECKLIST · RULES & COSTS

Square's Australian Instant Transfer fee has risen to 1.95%

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- ☐ **Check the transfer schedule in Square Dashboard.** Have the owner or bookkeeper review Automatic or Manual and the close-of-day setting under Transfer settings.
 - ☐ **Recalculate recent Instant Transfer costs.** Multiply eligible proceeds sent instantly by 1.95% and keep the result separate from card-processing fees.
 - ☐ **Check the account's actual instant-transfer limit.** Confirm the available amount before relying on an early transfer to meet a payment.
 - ☐ **Agree who approves paid transfers.** Write down the business circumstances that justify paying for earlier access to funds.
 - ☐ **Review processing and transfer costs together.** Bring Square's monthly tax invoice and the business's instant-transfer records to the next payment-cost review.
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