

Add a fee for a payment method

Add an extra charge, flat or a percentage, when customers choose a particular way to pay, and explain it at checkout.

Add-on [Online store](#)

Online stores are an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first.

You can add an extra charge to one payment method, so it only applies when the customer picks that way to pay. It can be a flat amount or a percentage of the order. Some owners use it to cover what a payment company charges them, or an extra charge for cash on delivery.

Before you add a fee

Some states and card companies have rules about extra charges on card payments. Check with your payment provider and your accountant or lawyer first. Whatever you choose, tell customers clearly before they pay.

Add the fee

1. Log in to your site editor.
2. In the side panel, click **Store**, then **Manage Store**.
3. In the **Configuration** section, click **Payment**.
4. Click the payment method you want to add a fee to. If you haven't set up any payment methods yet, see [Connect a way to take card payments or Accept cash, check or pay in store](#).
5. In the **Payment method fee** section, click **Add payment method fee**.
6. Enter the amount. If you'd rather charge a percentage than a fixed sum, pick the percent sign (%) from the dropdown.
7. If you like, use **Payment instructions for customers** to explain why there is a fee. Customers see this note at checkout.
8. Click **Save**.

How the fee behaves

- It's added when the customer picks that payment method, after any coupons or money off.
- Your store's standard tax rate applies to the fee, even if a product has its own tax rate.
- The fee shows at checkout, in the customer's order emails, on invoices and in the order details.

Tips

- Write the reason in plain words, for example: "A small fee applies to cover cash handling."
- Place a test order with each method to check the total looks right.
- To offer a method only for certain delivery choices, see [Show payment methods by delivery choice](#).

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com.

Already have a store and want a fee added? Email hello@zossoz.com with your business name, the payment method, the amount or percentage and your note to customers, and we'll set it up. We reply within one business day. See [Request a change](#).

Related guides: [Connect a way to take card payments](#) · [Accept cash, check or pay in store](#) · [Set up sales tax](#) · [Change your checkout form](#)

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