

Vouchers and Invoicing

Stockholm City Hall accepts voucher for payment. A valid voucher needs to contain the following information:

- it has to be issued to Stockholm City Hall
- type of service (entrance fee to the City Hall or to the City Hall Tower)
- date of visit
- name of the company
- invoicing address
- contact telephone number and email address
- VAT-number/CVR-number
- number of visitors, specify no. of children/age
- voucher number/tour code.

At the time of the visit, the guide or the tour leader should verify the number of persons in the group and sign the voucher in question.

New voucher customers should send a copy of the voucher to the City Hall for reference to: visning.ekonomi@stockholm.se

Payment

Payment is required within 30 days of the invoice date. We do not have the possibility to attach original vouchers to the invoice but group details will be listed in an attachment. If payment is missed or delayed, we reserve the right to deny future payment with vouchers and payment has to be made by either cash or credit card upon entry to the City Hall.

Reminder Fee

Interest on delayed payments will be charged in accordance with the Swedish Interest Act. If a reminder notice is sent, a reminder fee will be charged in accordance with Swedish law.

Payments from abroad

Payments can be made by SWIFT and IBAN number, in accordance with the information indicated on our invoices.

IBAN: SE66 9500 0099 6042 4774 9007

Bic: NDEASESS

VAT No.: SE212000014201

Contact Information

In matters concerning vouchers and invoicing, please contact
the email address: visning.ekonomi@stockholm.se