

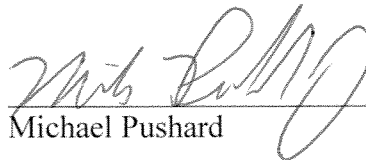
TOWN OF CHELSEA
CREDIT CARD ACCEPTANCE POLICY

The intent of this policy is to develop parameters of credit card acceptance for the Town of Chelsea. InforME works with the Town of Chelsea to provide access to the PayPort Service that ~~will~~ allows authorized Town officials to accept Visa, MasterCard, Discover and American Express credit card payments over-the-counter and by phone for payment of all town services.

1. The Town of Chelsea will accept credit cards according to the rules of Pay Port Service as administered by InforME. Debit cards will also be accepted but will be processed as a credit card. There will be no option of receiving cash back.
2. PayPort will add a user fees to each credit card transaction according to their most recent fee schedule. Such fees will be disclosed at each transaction and the citizen will be required to sign the disclosure statement for each transaction.
3. Only trained employees will be allowed to accept payment by credit card either in person or by phone.
4. If the customer is not known by the staff, the customer must provide positive ID or the credit card will not be accepted. Credit cards not in the customers own name will not be accepted, even if they have written permission.

Readopted with changes by the Board of Selectmen on August 5, 2015


Richard Danforth, Chair


Michael Pushard


Benjamin Smith