

CREDIT CARD PAYMENT POLICY

Adopted 7-11-2019

I. PURPOSE

The purpose of this policy is to outline the methods and processes to be used for the acceptance of Credit Card Payments to the Village of Nashville.

II. AUTHORIZATION

The Village Council authorizes the acceptance of payments with credit card and debit card/electronic transfers through GovPayNet for the following items:

- Water and sewer billings
- Parking Violation tickets
- Property Tax

III. OVERSIGHT

The Village Treasurer is charged with overseeing the payment methods and credit card charges to the Village of Nashville. The Village of Nashville Treasurer and Clerk shall coordinate such methods through GovPayNet and Highpoint Community Bank. Payments will be accepted at the Village office, online and by phone. Payments will be deposited daily by GovPayNet into the Village of Nashville's General Fund. The Village Treasurer will transfer the deposits from the General Fund to the appropriate Funds on a weekly basis. These accounts will be reconciled monthly by the Village Treasurer and verified by the Village Clerk monthly.

It shall be the Village Council's policy to utilize GovPayNet as the payment processor for credit and debit card transactions with a service fee of 2.65% or a minimum of \$1.00 per payment to be paid to GovPayNet during the payment transaction by the payee. There will be no costs incurred by the Village of Nashville.