



Credit Card Payments

Procedure No.: CS-FIN-9	Council Resolution No.: N/A
Department: Finance	Authority: Chief Administrative Officer
Effective Date: 02/04/2020	Revision Date:
Review Date: 02/04/2023	Repealed Date:
Supersedes: N/A	
Related Policy No.: N/A	
Related Policy Name:	

Purpose

The Town of Taber accepts Visa, MasterCard and American Express credit card payments through an online third party processor OptionPay for any bill payments including Property Taxes, Utilities, Business Licenses and Other Accounts Receivable Transactions.

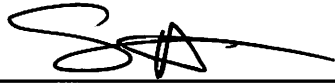
Operating Guidelines

Payments

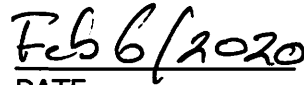
- 1) The Town of Taber accepts Visa, MasterCard, American Express credit card as a form of payment for Property Taxes, Utilities, Business Licenses, and other Accounts Receivable Invoices.
- 2) Credit card payments will be made online through a link on the Town of Taber Website, which will then bring the customer to OptionPay Taber Website.
- 3) Customer will fill out Credit Card Information.
- 4) Select the payment amount, the OptionPay Fee will then be calculated and the total amount charged to card will appear.
- 5) OptionPay uses a tiered fee schedule with a minimum fee of \$2.
- 6) The payment type will have to be selected and once selected the Account Number or Customer Number will have to be filled out. This will ensure the payment is being applied to the proper account.
- 7) Receipt Email is not required, but encouraged.
- 8) The Town will receive a receipt of all payments.
- 9) Payments are batched and processed at 11 pm daily. Payments is made in the form of a lump sum to the Town of Taber and will be direct deposited within 48 business hours.
- 10) Bank Reconciliation, Transaction and Summary Reports are available through the tool.



- 11) Refunds can be processed through the tool as necessary, based on administrative privileges (User I.D./Permission Settings). User fees are not refunded unless the refund takes place on the same day as the original transaction.



CHIEF ADMINISTRATIVE OFFICER



DATE

