



## BALDWIN COUNTY COMMISSION

POLICY #8.23	
Subject	Acceptance of Credit Cards as a Payment Method
Date Adopted	August 6, 2024
Agenda Item	TBD
Obsolete Versions	N/A

### **POLICY STATEMENT**

This policy authorizes and promulgates the rules and regulations for the acceptance of credit cards as a payment method in accordance with Section 11-103-1, Code of Alabama 1975.

### **PROCEDURAL REQUIREMENT**

Acceptance of credit cards as a payment method is authorized, but not required, under the following circumstances:

- Agreements with credit card issuers and other appropriate parties needed to facilitate the acceptance of credit card payments must be approved in accordance with Section 11-103-2, Code of Alabama 1975.
- A convenience fee is to be assessed on the person paying by credit card as long as such fee is not greater than the fee charged by the credit card issuer or other appropriate party facilitating the transaction.
- Any processing fees not covered by convenience fees or administrative fees associated with agreements approved in accordance with Section 11-103-2, Code of Alabama, will be proportionally withheld from the proceeds distribution association with the transactions.

For Commission Departments, Finance and Accounting will:

- Complete a monthly analysis comparing fees collected to the credit card processing fee.
- Allocate any unreimbursed processing fees proportionally to the proper revenue accounts.
- Analyze and adjust credit card processing as needed.

In accordance with Section 11-103-4, Code of Alabama 1975, Office and Agencies may establish their own policies and procedures for the acceptance of credit cards pursuant to an agreement executed under Section 11-103-2, Code of Alabama 1975.

#### **FORMS/ATTACHMENTS/EXHIBITS**

- 1) Chapter 11-103, Code of Alabama 1975.