

# Govt Portal

New Age In Government Interaction

## Attachment 2 – GovtPortal Application

GovtPortal appreciates Baldwin County's consideration for merchant services and electronic payment services for the Baldwin County Probate Judge's Office. Upon completion of this application, our team will follow up to ensure proper implementation.

### 1. NAME AND CONTACT INFORMATION:

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Web Address (if any): \_\_\_\_\_

Public Contact Info: \_\_\_\_\_

### 2. BANKING INFORMATION: (for deposit only)

**Please ensure all applicable voided checks are attached**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

**Please initial below:**

\_\_\_\_\_ I understand that my bank will receive a microdeposit (under \$1) as a test transaction and that exact amount MUST be reported back to GovtPortal. (Please do not return the funds)

\_\_\_\_\_ I have attached all applicable voided checks for deposits of transaction funds.

\_\_\_\_\_ I have prepared and signed the W-9 provided by GovtPortal and am enclosing as an attachment to this application.

\_\_\_\_\_ I acknowledge that GovtPortal is setting up a Credit Card Processing account with Priority Payment systems on behalf of the County.

\_\_\_\_\_ I acknowledge that neither the Baldwin County Commission nor Baldwin County Probate Judge's Office will be charged any fees associated with credit and debit card processing by GovtPortal.

\_\_\_\_\_ I acknowledge that a convenience fee of 2.65% (with a minimum fee of \$1.50) will be charged to the end user card/bank account holder for all over-the-counter credit and debit transactions and that this convenience fee will be retained by GovtPortal.

\_\_\_\_\_ I acknowledge that a convenience fee of 3.0% (with a minimum fee of \$3.50) will be charged to the end user card/bank account holder for all online credit and debit transactions and that this convenience fee will be retained by GovtPortal.

### 3. FINANCE CONTACT INFORMATION

Finance Contact Name: \_\_\_\_\_

Finance Contact Phone: \_\_\_\_\_

Finance Contact Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_