

## CREDIT CARD POLICY

- 1.....Madison Suburban Utility District will accept credit cards on the following companies:
  - (a) Master Card
  - (b) Visa
  - (c) Discover
  
- 2.....The Madison Suburban Utility District will accept credit or debit cards presented in the following manner:
  - (a) by phone (*number on rear of care and card holder billing address required*)
  - (b) by internet (*on a secure internet site*)
  - (c) in person at the District Office (*when proper identification is provided*)
  
- 3.....The Madison Suburban Utility District will accept credit or debit cards for the following:
  - (a) all goods and services
  
- 4.....The Madison Suburban Utility District uses INVOICE CLOUD for credit card processing of card and eft payments. INVOICE CLOUD charges and collects a processing fee of \$1.95, or for card payments related to new construction or sign up fees over \$150.00 a percentage not to exceed 5% of the total paid is charged and collected by them. MSUD does not collect or receive this fee.
  
- 5.....The Madison Suburban Utility District shall not make any cash advances or cash returns on cards presented.
  
- 6.....If card is rejected by the processing company at the time it is presented the Madison Suburban Utility District shall not make any cash advances or cash returns on cards presented.
  
- 7.....If a payment by credit card is not honored by the credit card company issuing the card, or if a payment by a debit card is not honored by the entity on which the funds are drawn, for some reason after the transaction has been completed, the Madison Suburban Utility District will bill and/or collect a service charge on the account or accounts to which the initial payment was applied. The amount of the service charge shall be the same amount as the fee charged for a returned check drawn on an account with insufficient funds.

**ADOPTION DATE:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**TCA 9-1-108 (3)** *Requires a utility district or municipal entity to “set and collect a processing fee in an amount that is equal to the amount paid the third party processor for processing the payment. However, the processing fee shall not be set in an amount that exceeds five percent (5%) of the amount of the payment collected by credit card or debit card.*

**Such processing fee may be waived by approval of the governing body”.**