

# Town of Duanesburg

## Credit Card Acceptance Policy

### Developed for General Municipal Law Section 5

#### *Purpose*

The Town Board of Duanesburg recognizes that accepting payments by credit card can have many benefits, including increased certainty of collection, accelerated payments and availability of funds, enhanced customer convenience, and reduced return check processing costs. This policy addresses the acceptance of credit card payments by the Town.

#### *Policy*

##### **I. Transaction Fees**

For each transaction using a credit card, the person or entity making such payment will be responsible for all costs and expenses incurred by the Town in connection with accepting such payment. Currently, such costs and expenses are charged as a 3% fee on each transaction. This fee is to cover the transaction costs of accepting credit card payments, which costs are subject to change and will be passed on by the Town to the person or entity making the payment.

##### **II. Transactions which Credit Card Payments are Applicable**

The Town accepts payments by credit card for a variety of matters, including permitting and licensing fees, fines, penalties, and taxes. The Town reserves the right, at any time, to change those items for which it accepts payment by credit card.