

CHAPTER 271

METHODS FOR ACCEPTING PAYMENTS

271-1. Authorization for Use of Credit Cards

All offices, departments and agencies of Monroe County and their officials and authorized employees may accept payments of fees and other monies due to the County, pursuant to the provisions of this Chapter. This Chapter does not affect the authority of the county treasurer provided by IC 36-2-10-23, the county recorder provided by IC 36-2-11-27 or the county clerk provided by IC 33-37-6.

271-2. By authorization of the County Council, a payment to Monroe County for any purpose may be made by any of the following financial instruments:

- 1) Cash
- 2) Check
- 3) Bank draft
- 4) Money order
- 5) Bank card or credit card
- 6) Electronic funds transfer

As used in this section, "credit card" means a:

- 1) credit card;
- 2) debit card;
- 3) charge card; or
- 4) stored value card.

271-3. Collection of Charges for Use of Financial Instruments

Unless prohibited by state or federal law, rule or regulation, or subject to an exception authorized by the Board of Commissioners, if there is a charge to the County for the use of a financial instrument, the office, department or agency accepting payment shall collect a sum equal to the amount of the charge from the person who uses the financial instrument. This shall not be required for any payment made as a donation to the County or for a program sponsored by the County.

271-4. Designation of Companies for bank or Credit Card Payments

Any arrangement for a bank, credit card services provider or other company to accept bank or credit card payments on behalf of Monroe County, including all its offices, departments and agencies, shall be established by a contract approved by the Board of Commissioners.

The County may pay any applicable bank card or credit card service charge associated with the use of a bank card or credit card for payment of fees or other monies to the County, irrespective of whether the service charge was assessed or collected from the person making the payment.

271-5. Variations in Service Charges

While the procedure authorized for a particular type of payment shall be uniformly applied to all payments of the same type, the County and its offices, departments and agencies may pass-on card service charges at rates that differ for payments made in person, by telephone and online (i.e. by using the Internet, if the card service provider imposes different service charges for those methods for arranging payments.

271-6. Online/Internet Payments

Unless authorized by statute, no office, department or agency of Monroe County may accept payments online, except those made using a payment system authorized by the Board of Commissioners. If required by the Board of Commissioners, online payment arrangements shall be accessible through the official Monroe County government website.

271-7. Revocation of Credit Card Payment Options

The Board of Commissioners may revoke the credit card payment acceptance authorization of any office, department or agency that does not comply with the terms of this Chapter.

[end of chapter]