

REQUEST FOR LEGISLATIVE ACTION

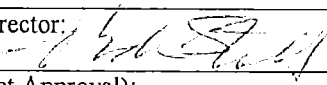
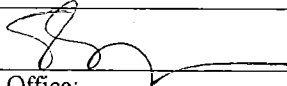
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 18332

Sponsor(s): Scott Burnett

Date: December 2, 2013

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing execution of a Credit Waiver to Plug' n Pay Technologies, Inc. in connection with processing refunds of credit/debit card tax payments.</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="331 569 1203 793"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$180.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$180.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$180.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>049-1403-56790</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$180.00	Amount previously authorized this fiscal year:	\$0.00	Total amount authorized after this legislative action:	\$180.00	Amount budgeted for this item * (including transfers):	\$180.00	Source of funding (name of fund) and account code number; FROM / TO	049-1403-56790
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____</p> <p>Prior resolutions and (date): _____</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): V. Edwin Stoll, Deputy Chief Administrative Officer, 881-3187</p>										
REQUEST SUMMARY	<p>The Deputy Chief Administrative Officer has requested execution of a Credit Waiver to Plug' n Pay Technologies, Inc. to facilitate processing of refunds of tax payments made by credit/debit cards.</p> <p>Under our current system, if a taxpayer pays online with a credit/debit card and it is later determined that a refund is due back to that card, that refund cannot be refunded back to that card after card data is purged for security purposes.</p> <p>With the help of our merchant services vendor we could procure the full card number that was used for the payment in such a case, but another service would be required to complete the refund back to the card. The Plug' n Pay service would enable us to enter a transaction with the card number to debit our account and place the refund amount back on the card.</p> <p>There is a monthly minimum fee of \$15.00 and a 7 cent fee per transaction after the first 200 transactions each month for the Plug' n Pay service. We do not anticipate exceeding the \$15.00 minimum monthly fee amount. Plug' n Pay requires the Credit Waiver as a condition to providing the service.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										

ATTACHMENTS		
REVIEW	Department Director: 	Date: 11-25-13
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: 	Date: 11/26/13
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
049-1403-56790	Other Contractual Services	\$180.00

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



04/12/2013

Credit Waiver

As a fraud protection measure, Plug' Pay Technologies Inc. payment gateway, has prevented the processing of credits.

Credits are stand-alone transactions used to return funds to a card holder.

A credit does not reference a prior authorization processed on the gateway system.

By disabling the ability to process credits, a merchant is protected against unauthorized users being able to process credits, which would remove funds from the merchant's bank and issue funds to the unauthorized user's credit card number.

I have reviewed the above and understand the implications of enabling credits on my accounts.

Please enable the ability to do manual credits on our accounts.

By signing this form and returning it to Plug'n Pay, I hereby release Plug'n Pay from any and all liability, and agree to indemnify and hold Plug'n Pay harmless for any actions resulting from the enabling of credits.

Date:

Company:

Jackson County, Missouri

PNP usernames:

jacktaxref

Authorized signer: