

Town of Enfield

Electronic Payment for Services Policy

1. Credit cards may be accepted for the payment of:

- Building Permits
- Certified Copies
- Cemetery Plots
- Cemetery Burials
- Copies
- Culvert Permits
- Miscellaneous Revenue
- Planning Board Legal Ad
- Marriages
- Taxes
- Dog Licenses

2. All persons accepting the privilege of carrying a Town credit card or accepting credit card payments and e-checks for Town services shall consent to these provisions in writing with the Town.

3. Only personnel authorized by the Enfield Town Board may process credit card transactions and e-checks or have access to documentation related to credit card transactions. Access may be granted by the supervisor of a department to handle credit card information.

- A copy of this policy must be read and signed by authorized personnel on initial employment and annually thereafter.
- Signed policies will be maintained by the department supervisor.

4. Insecure (unencrypted) transmission of cardholder data is prohibited. Credit card numbers and cardholder data may not be emailed, faxed, or sent via any electronic messaging technologies such as instant messaging or chat.

5. When recording credit card information for processing via a dial-up terminal, only cardholder name, account number, expiration date, zip code, and street address may be recorded. It is not permissible to record and store the three-digit security code (CVV2).

6. Store transaction documentation and merchant receipt in a secure (locked) area.

7. Point-of-Sale devices must be inspected for tampering before the first use of the week.
8. Picture ID is required if the card is not signed.
9. A receipt must be provided to the customer.
10. Cardholder data should not be stored electronically.
11. Cardholder data should be retained in a secure location only as long as is necessary for business purposes
12. Cardholder data will be destroyed when no longer needed. Paper will be cross-cut shredded. Electronic files will be destroyed in a manner appropriate to the media on which they are stored.
13. In the event of suspected tampering or substitution of a Point-of-Sale device or computer belonging to the PCI environment, or suspected loss or theft documents or files containing cardholder data the Town Supervisor should be notified immediately.

I, _____, have received and read this policy regarding the acceptance of credit cards on behalf of the Town of Enfield.

I agree to abide by the Electronic Payment for Services Policy of the Town of Enfield.

Print Name: _____

Signature: _____ Date: _____

