



**TOWN OF NIVERVILLE-FINANCE**

**POLICY NO. F3-16:            CONVENIENCE FEES POLICY**

**EFFECTIVE DATE:            March 1, 2016                            RESOLUTION# 74-16**

**REVISION DATE:            \_\_\_\_\_                            RESOLUTION# \_\_\_\_\_**

**Purpose:**            In 2016 the Town of Niverville will be upgrading their accounting software to TowneSuite, an accounting program which will allow residents the option to use credit card payments either online or in person. This policy requires the following fees to be charged to the user to offset the costs incurred by the Town in providing these services.

**Rules:**            The Town will apply the following fees to transactions made via our new online payment portal to payments made in office with Mastercard or VISA.

There are NO exceptions for the fees being waived as these fees are being charged to improve the customer / resident experience for which costs exist.

The following matrix will be in effect for 2016 and will be reviewed annually to ensure fees are fair and equitable.

<b>Category</b>	<b>\$ Value</b>	<b>Fee</b>
<b>Programs &amp; Services</b>	\$ 0.01 to \$ 50.00	\$ 1.50
<b>Programs &amp; Services</b>	\$ 50.01 to \$ 100.00	\$ 3.00
<b>Programs &amp; Services</b>	> \$ 100.00	2.85 % of Total Cost
<b>Property Taxes</b>	ALL	2.85 % of Total Payment
<b>Utility Bills</b>	ALL	2.85 % of Total Payment