

EXHIBIT A**REQUEST FOR APPROVAL TO ACCEPT CREDIT CARDS, CHARGE CARDS, DEBIT CARDS OR OTHER ELECTRONIC PAYMENTS**

Part 1 – To be completed only by state agencies and technical colleges. Attach a separate page if necessary.

Entity Name:	Contact Person:
Telephone Number:	Title:
Email address:	Date:
Recommended MCS Provider:	

Please provide the following information. Use a separate page and attach other documentation if necessary.

- List the types of taxes or fees being collected

- Provide the projected annual dollar amount of collections

- Provide the projected annual volume/number of transactions by tax or fee source

- List the payment locations

- List the methods of acceptance, such as card reader/swipe, Electronic Cash Register/PC, mail, telephone, IVR, the internet, or other (specify)

- Provide the projected annual dollar amount of the transaction fees on an annual basis

- Source of payment of transaction fees

- State funds appropriated: The Office of Planning and Budget must approve the application of any state entity that is requesting any card processing transaction fees that are proposed to be absorbed by the state general funds that are appropriated to that state entity.
- Convenience fees: a convenience fee may not be imposed if prohibited by state law or credit card company regulations. Any convenience fee must be related to convenience to the customer, such as eliminating a need to make a payment in person. Any sharing of convenience fees between the vendor and a state agency is prohibited unless written approval is provided by the Office of Planning and Budget. Convenience fees should

offset the cost of online collections and any state entity that collects excess convenience fees should remit these excess fees to the state treasury at the end of the fiscal year.

- C. Added into the price of goods or services provided.

Provide a description of the method of payment of transactions fees. Attach required Office of Planning and Budget approval, if applicable to A. or B.

- 8. Provide a summary of the economic and other benefits that would accrue to the state. Include in the summary such issues as the impact on state revenues and expenditures, improvement in labor and operating efficiencies, customer payment compliance, increase in collections, reduction in bad check losses or bad debts, staffing considerations, delays in processing payments, earlier receipts of funds, increase in sales, and the effect on customers.

- 9. For payments collected via website or other electronic systems, the state entity must notify the Georgia Technology Authority (GTA) Chief Technology Officer.

Is the Internet, or other related electronic methods used? Yes ___ No ___

If answer above is yes, GTA must be notified. GTA may be contacted at 404-463-2300 or cto@gta.ga.gov.

Attach confirmation of notification to GTA.