

## TOWN OF STETTLE

<u>Prepared by:</u>	Town of Stettler Administration	<u>Number:</u>	VII-9
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2025 06 17
		<u>Previous Policy:</u>	
		<u>Current Policy:</u>	2025 06 17

Title: **Credit Card Processing Fees**

Purpose: To establish a procedure to forward credit card processing fees onto the customer choosing to use credit card to pay for fees, fines, rentals, taxes, invoices and other services through the Town of Stettler.

Policy Statement: The Town of Stettler, using a third party provider, will forward all credit card processing fees onto the customer choosing to pay with credit card. This will be a non-refundable fee and based on the tired rate table supplied by the third party.

This policy applies to all departments of the municipality that accept credit card payments for any municipal services.

Clear disclosure of the fee shall be provided at the point of payment, whether in person or online.

This policy shall only cover processing fees directly related to credit card purchases. Debit card, cash, cheque and other forms of payment will not be subject to any processing fees.