

Credit Card Processing

March 1st, 2018

In consultation with UK Merchant Card Service, it has been determined that PayPal is an acceptable credit card processing solution for all counties. PayPal is PCIDSS compliant and also offers mobile payment options for accepting credit and debit card payments.

Some examples include:

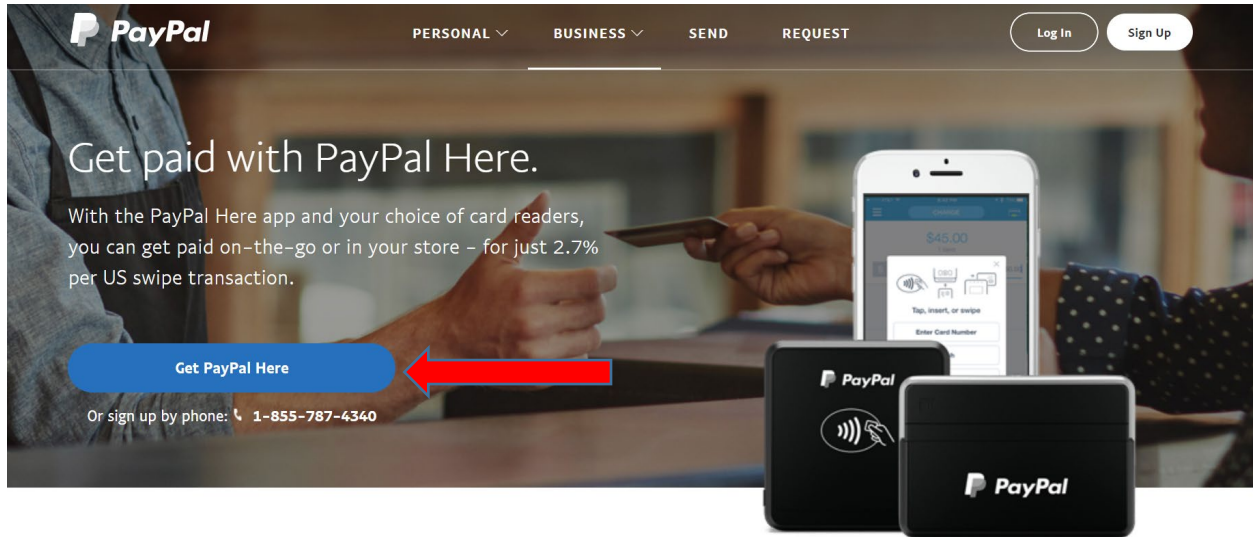
- 4H Teen Conference
- 4H Teen Summit
- 4-H Camp
- Program Fees
- Root Stock Reimbursements
- Volunteer Forums
- Soil Sample Fees
- Vet Diagnostic Sample Fees
- Homemaker Dues
- Other

Guidelines for the use of PayPal will include the following:

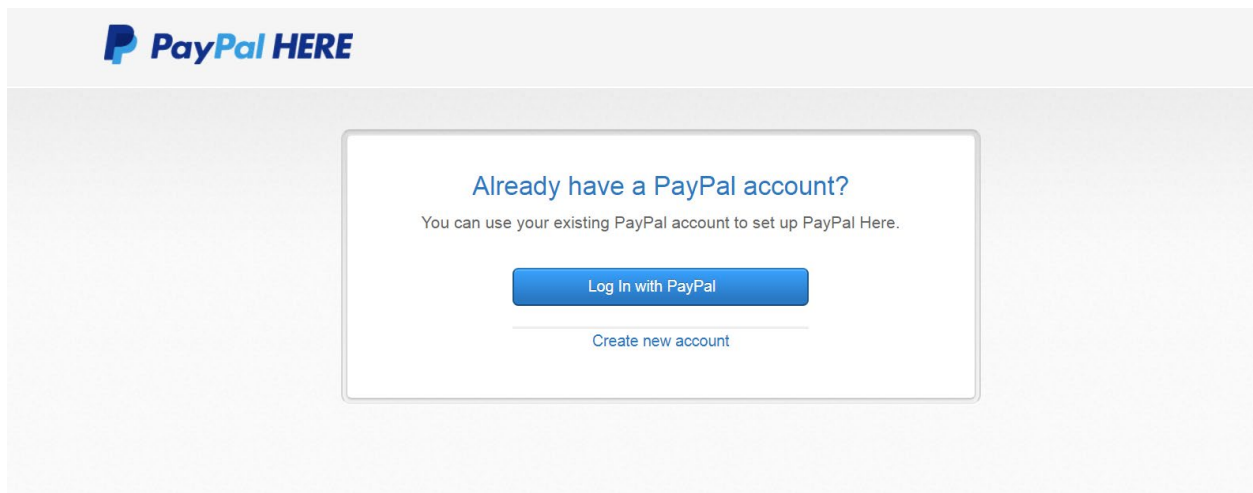
- Mobile payments can be accepted via county owned tablet device and PayPal card reader. (there are several options)
- UK employees are not permitted to manually enter credit card information into a mobile device
- UK employees are not permitted to manually enter credit card information into an internet webpage
- Each entity (4-H Council, Homemaker Council...) would be required to create their own unique PayPal Account.
- Required receipt for payment must be provided to clientele at time of payment (electronic).
- Duplicate paper receipt may be required for some transitions (consult District Director and Director of County Operations for more information).
- Other guidelines as designated by UK Treasury Office

PayPal for Business / PayPal Here

- 1) Sign up for an account at <https://www.paypal.com/us/webapps/mpp/credit-card-reader>



- 2) Create a new account



- 3) Complete the account creation process by answering a few questions (remember that each entity will need their own account)

Tell us about your business

Create PayPal login

[I already have an account](#)

About Your Business

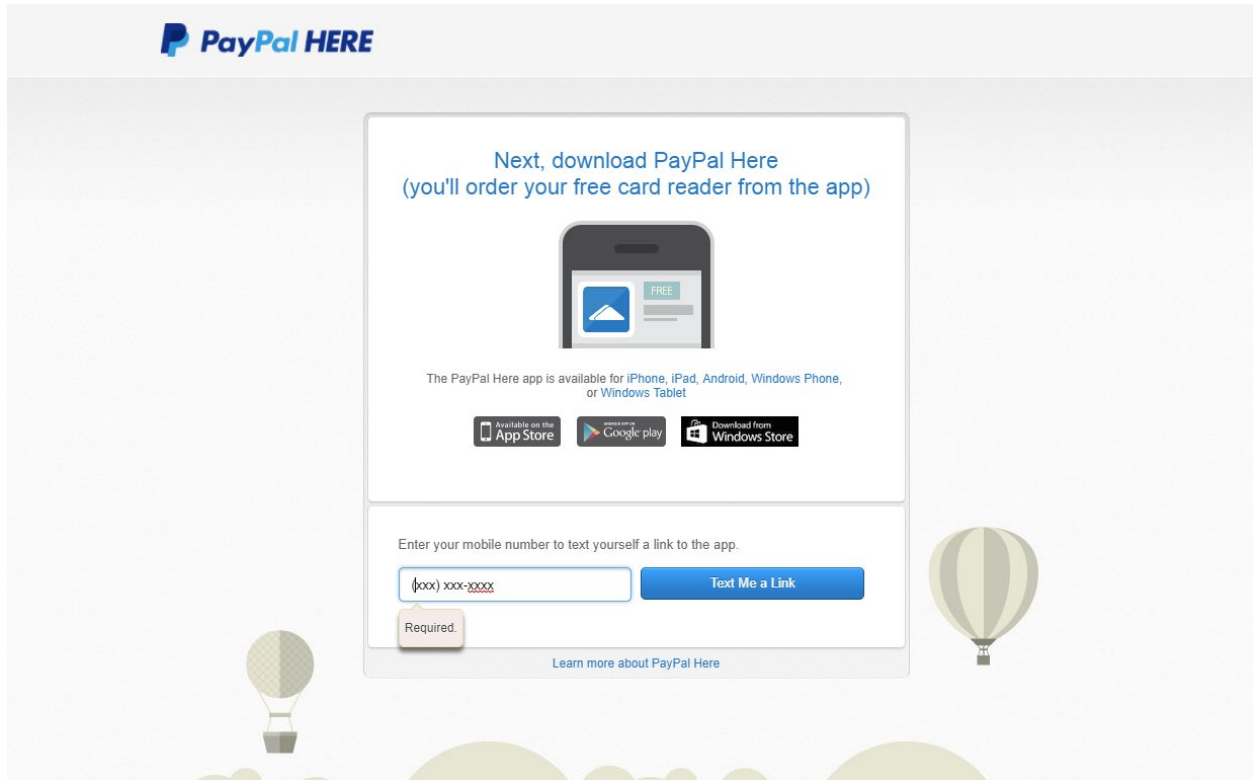


Your business address will be on your receipts.

We may contact you with automated account related calls and texts per our [User Agreement](#) and [Privacy Policy](#). If you provide your mobile number, you confirm that you are authorized to add this number and give us permission to contact you about your PayPal branded accounts using automated calls or texts to: service your accounts, investigate fraud, or collect a debt, but not for telemarketing. If you don't want to receive automated calls or texts, you can change your preferences in your account settings at any time.

[Continue](#)

- 4) Download the free PayPal Here App on your dedicated office tablet device



- 5) You will receive your FREE PayPal Card Reader in 5-7 business days
- 6) When it arrives you will be ready to accept credit and debit card payments in a low cost, safe and reliable manner.

The pricing is simple and straightforward. It costs:

- 2.7% per US card swipe, chip and contactless transaction.
- 3.5% + \$0.15 to key in cards.
- 2.9% + \$0.30 to receive payment by invoice.