



**SECTION 20. FEE RESOLUTIONS**

**20.1 ACCEPTANCE OF CREDIT CARDS, CHARGE CARDS, DEBIT CARDS OR ELECTRONIC FUNDS TRANSFERS**

**A. PURPOSE.** To allow the County to accept payment by credit cards, charge cards, debit cards, and electronic funds transfers to Seminole County Government to the maximum extent practicable where the benefits to the County and the public justify the cost of accepting these types of payments.

**B. FEES.** County staff is granted the authority and discretion to impose a Convenience Fee on payments made by credit cards, debit cards, or third party electronic fund transfer service providers as allowed by Section 215.322, Florida Statutes (2019), as this statute may be amended from time to time.

As recommended by the County Manager and approved by the Board of County Commissioners, such fees may be imposed at a fixed rate of TWO AND 50/100 DOLLARS (\$2.50) for transactions up to FIFTEEN HUNDRED AND NO/100 DOLLARS (\$1,500.00). Transactions exceeding FIFTEEN HUNDRED AND NO/100 DOLLARS may be assessed a percentage rate of 2.80%. As such, transactions over FIFTEEN HUNDRED AND NO/100 DOLLARS will be subject to a combination of both the fixed rate and percentage rate. These Convenience Fees are intended to ensure that interchange and other associated fees levied by merchant service providers and debit and credit card companies could be recovered in part or in full from those who are using the service. It is intended the amount of these Convenience Fees not exceed the amount of these third-party transaction fees. In furtherance of the statutory requirements that Convenience Fees not exceed the actual costs incurred, staff, in cooperation with the Clerk of the Circuit Court and Comptroller's Office, shall at least annually review and verify the transaction records, as well as the adequacy of the Convenience Fees, and report those findings to the County Manager. All recommended changes to Convenience Fees must be submitted to the County Manager and the Seminole County Clerk of Circuit Court and Comptroller for formal approval, by both, prior to implementation.

If a County Department determines that the benefits of absorbing the Merchant transaction fees are a cost of doing business and are consistent with industry standards, such analysis should be presented to the County Manager and the Clerk of the Circuit Court and Comptroller's Office to evaluate the costs of accepting these types of payments. Such consent to absorb the fees requires the approval of the County Manager and must be documented in the County Manager's Policies. The County shall not absorb any such fees for any County service, the infrastructure for which is bond financed, including, but not limited to water and sewer service, unless the County verifies that such fee absorption would be in compliance with all County covenants and commitments for such bond financing.

**C. DONATIONS TO SEMINOLE COUNTY GOVERNMENT.** Customers may donate money to Seminole County Government by credit or debit card. Departments accepting donations by credit or debit card will follow all procedures within the



established County Manager Policies. Donations by credit or debit card are final and will not be refunded.

- D. AUTHORITY.** Resolution 2013-R-10 adopted January 8, 2013  
Resolution 2015-R-92 adopted May 12, 2015  
Resolution 2015-R-206 adopted December 13, 2016  
Resolution 2019-R-15 adopted January 22, 2019  
Resolution 2019-R-165 approved October 8, 2019