Exhibit A

THURSTON COUNTY Washington Est. 1852 POLICY	Credit/Debit Card Acceptance	
	Number 103	**Effective Date** 03/05/2024
	Latest Approval Date 03/05/2024	**Approved by the Board** Commissioner Tye Menser Chair of the Board
	Next Review Date 04/01/2027	**Policy Owner Title** County Treasurer

POLICY INTENT

Purpose	To provide guidelines related to accepting credit and debit cards as a mode of payment in offices and departments of Thurston County. To ensure the county remains in compliance with RCW 36.48.010	
Scope	☐ Internal Only ☒ Direct Impact to Citizens	
Are Office/Department Documents on this subject permitted?	☒ Yes, however Office/Department Documents must be consistent with this County-wide Document.	☐ No

POLICY STATEMENT

A. **Credit/Debit Card Acceptance**

1. The merchant services agreement is between a Treasurer's specified vendor, the Treasurer, and each office/department (or "merchant").
   - 1.1. The Treasurer will be responsible for designating and maintaining a contract with a primary vendor. Whenever possible, offices and departments should use the primary vendor.
   - 1.2. If the primary vendor is unable to meet the needs of the office/department, an alternate vendor may be proposed to the Treasurer for vetting and approval.
   - 1.3. Each merchant services vendor must be approved by the Treasurer in advance of signing a contract.
2. Thurston County accepts credit and debit cards as method for payment of goods and services offered to the public.
   - 2.1 Offices and departments can exempt certain services, where applicable by law, from being payable by credit and/or debit card.
3. All credit and debit card transactions must be reported separately to the County Treasurer from other monetary transactions involving cash, checks, or money orders.
4. No credit or debit card transactions may be for more than the amount due for the good or service provided, plus service fee. Cash back services are not offered or provided.

5. The service fees for processing credit card payments are to be paid by the cardholder at the time of the transaction. The Treasurer coordinates with the vendor to ensure proper set up of the fee structure.

   5.1. Offices and departments must clearly disclose in advance the amount of the service fee that will be passed on to the cardholder.

6. Refunds of payments made by credit and debit cards are made by refunding to the card used in the initial payment or voiding the original payment when possible.
7. The County will not retain any consumer's credit or debit card information.
8. The County Clerk is exempt from this policy.

DEFINITIONS AND ACRONYMS	
Alternate Vendor	A payment vendor approved by the County Treasurer in the event the Primary Vendor is unable to facilitate transactions for an office or department.
Credit/Debit Card	A card issued by a bank or other financial institution for the purpose of facilitating financial transactions.
Service Fees	Amount charged by the payment processor to cover the cost of transaction fees.
Merchant	The county office or department offering goods or services in exchange for payment.
Primary Vendor	The payment vendor designated by the County Treasurer as the default vendor for county offices and departments.
RELEVANT LAWS AND OTHER SUPPORTING INFORMATION	
County Code **State Law** **Other Sources**	Thurston County Resolution No. 15170, August 15, 2015 RCW 36.29.190 Acceptance of Electronic Payments by Counties RCW 70.58A.560 Fees for Vital Records RCW 9.41.070 Concealed Pistol License Visa Government and Higher Education Payment Program (available online)
Procedure	PRO 1300 Credit/Debit Card Acceptance
Superseded Documents	POL 1300 Credit/Debit Card Acceptance
Communication and Implementation Strategy	The County Policy Coordinator will: Send a county-wide email describing the new policy; Investment and Banking Officer: Works with county Public Information Officer to put an article in the employee newsletter.

POLICY ADMINISTRATION		
Contact Person Title	Investment and Banking Officer	
Roles and Responsibilities	Treasurer	Writes, negotiates, and implements contracts for services for main merchant services contract.
	Investment and Banking Officer	Manages relationship and is the primary county contact for the primary vendor. Assists offices/departments in setting up their merchant services program.

		Acts as liaison between vendors and offices/departments.
REVISION HISTORY		
Effective Date	**Approved By**	**Modifications**
03/01/2006	Name/Title	POL – 1300: Credit/Debit Card Acceptance Adopted
03/01/2016	Name/Title	POL – 1300: Credit/Debit Card Acceptance Revised
	Name/Title	
Reviewers of the Current Revision	Name/Title Name/Title Name/Title	Name/Title Name/Title Name/Title
FURTHER INFORMATION This section is not published on the final PDF document. It is for website purposes only		
Keywords for search engine	Credit cards, debit cards, accepting cards, merchant services, online payments	

RESOLUTION NO. 16373

A RESOLUTION adopting the Credit/Debit Card Acceptance policy.

WHEREAS, by motion on April 13, 2021 the Board of County Commissioners recognized that Thurston County is committed to adopting a consistent, transparent, and standardized approach to the development, review, and repeal of policies, standards, procedures, and guidelines.; and

WHEREAS, the Board of County Commissioners recognizes that payment by credit and debit cards for government services is very common for a significant number of transactions; and

WHEREAS, the Board of County Commissioners desires to provide clear policy direction regarding guidelines related to accepting credit and debit cards as a mode of payment in offices and departments of Thurston County; and

WHEREAS, the Board of County Commissioners desires to assure consistent compliance with the laws and rules RCW 36.29.190, RCW 70.58A.560, and RCW 9.41.070; and

WHEREAS, the policy has passed review by the policy review committee, any applicable specialty committees, department directors and other elected officials; and

NOW, **THEREFORE**, BE IT RESOLVED BY THE BOARD OF THURSTON COUNTY COMMISSIONERS that the Credit/Debit Card Acceptance Policy as provided for in Exhibit A, attached hereto, is:

ADOPTED this 5 day of March 2024

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

JON TUNHEIM
PROSECUTING ATTORNEY

Deputy Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
Thurston County, Washington

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