

Haverhill Corner Precinct

Credit Card Acceptance Policy

The Precinct of Haverhill Corner is committed to data security and the data quality of personally identifiable information.

Only authorized individuals have access to the information provided by our customers. The Precinct of Haverhill Corner will not retain credit card information.

When the Precinct of Haverhill Corner accepts credit cards it will only be entered into the QuickBooks processing system by the customer, ONLY after requesting the option to pay by Credit Card.

The Precinct of Haverhill Corner will not accept credit card payments via mail, phone or email.

Once the customer enters personal information to the QuickBooks system the customer's account will be credited.

PROHIBITED CREDIT OR DEBIT CARD ACTIVITIES

Precinct of Haverhill Corner prohibits certain credit card activities that include, but are not limited to:

- accepting Credit or Debit cards for cash advances
- discounting training or service based on the method of payment
- adding a surcharge or additional fee to Credit or Debit card transactions that is outside the Precinct's set Convenience fee.

REFUNDS

If it is found that a credit card charge was processed in error a refund may be processed. The refund must be credited back to the account that was originally charged. Refunds in excess of the original sale amount or cash refunds are prohibited.

IX. CHARGEBACKS Occasionally a customer will dispute a Credit or Debit card transaction, ultimately leading to a chargeback. In the case of a chargeback, The Precinct of Haverhill Corner's Treasurer will be responsible for distributing charge backs to appropriate account.

*****Please note:***

For your security, credit card payments are not accepted via mail. To pay via credit card please email the office to request a payable invoice. Please note that all Credit, Debit Card or ACH payments will be assessed a fee of 4.0% (QuickBooks charges the district per transaction) of the invoice total each time you pay. If a customer pays the Invoice without written request to the Precinct Office via email at office@haverhillcornernh.com, or hardcopy mailed to the precinct, resulting in a payment without an assessed fee, a \$10.00 fee will be applied to the next invoicing cycle and the option to pay electronically revoked.

The below portion **MUST** be returned to the Haverhill Corner Precinct **BEFORE** a Credit Card Payment will be excepted.

Name: _____

Property Address: _____

Mailing Address: _____

Email: _____

Phone: _____

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I have read the Haverhill Corner Precinct Credit Card Policy and agree to ALL terms.

(Check the box)

Signature of account holder: _____

Date: _____