

Mackenzie County

Title	Methods of Payment Policy	Policy No:	FIN031
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Legislation Reference	Municipal Government Act
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Purpose

To define the methods of payments accepted by Mackenzie County.

Policy Statement:

The Policy defines the methods of payments accepted by Mackenzie County.

Guidelines/Procedures:

1. The following methods of payment shall be accepted by Mackenzie County:
 - 1.1 Cash or cheque in Canadian currency
 - 1.2 US currency cheques may be accepted and the exchange rate will be applied to the account
 - 1.3 Debit Cards
 - 1.4 On-line payments
 - 1.5 Pre-authorized payment plans
 - 1.6 Electronic Banking services including telephone and internet banking
 - 1.7 Payroll deduction for employees (a written authorization from an employee is required)
 - 1.8 Credit Cards (see Section 2)
2. Credit Card Payments
 - 2.1 Credit cards will be accepted, with the exception of Property Tax payments and Development Agreement fees.
3. NSF Cheques or NSF Preauthorized Payment Fees
 - 3.1 Thirty Five Dollars (\$35.00) fee shall be charged for each NSF cheque. The amount of the NSF cheque plus the \$35.00 NSF fee will be due immediately. NSF cheques not collected in a reasonable length of time (normally within 30 days) may be referred to a collection agency or taken to small claims court, or transferred to taxes if permitted under the Municipal Government Act.

4. Administrative Responsibilities

4.1 The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	Date	Resolution Number
Approved	12-Jun-12	12-06-408
Amended	09-Oct-12	12-10-652
Amended		