

## **Administrative Policy # 2014-02**

### **Accepted Payment Method**

#### **Purpose**

The purpose of the policy is to determine the methods of payment that the Town of Digby will accept for the payment of tax and utility bills, fees, fines and other miscellaneous Town payments.

#### **Payment Methods**

Payment methods accepted by the Town of Digby are cash, cheques, post-dated cheques, certified cheques, debit cards, telephone banking, online banking, electronic funds transfer **and pre-authorized debit payments in those circumstances where the Town offers this service.** **Credit cards are not accepted.**

#### **Currency**

**All payments are to be made in Canadian Funds. Should a payment denominated in US Funds be received, the Town shall accept the funds at par with any exchange gain recorded as miscellaneous revenue.**

#### **NSF Cheques,**

Should a payer's cheque **or other form of payment** be returned to the Town by the bank as NSF (non-sufficient funds) the payer shall be charged a \$25.00 service fee per NSF cheque. Should cheque(s) from the same payer be returned NSF on more than one occasion, the Town shall only accept payment by cash, certified cheques, debit cards, telephone banking, online banking, and electronic funds transfer from that payer.

This policy replaces and repeals the NSF Cheque Policy # 2005-01

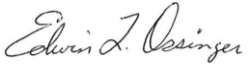
**Clerk's Annotation for Official Policy Book**

Date of Notice: **June 16, 2014**

Date of adoption: **July 7, 2014**

Policy effective date: **August 1, 2014**

I certify that this **Accepted Payment Method Policy** was adopted by Council as indicated above.

  
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**July 8, 2014**

**Clerk**

**Date**

**Amendments**

**Policy Amended by Council -- Amendments indicated in RED**

I certify that this Administrative Policy # 2014-02 Council Remuneration Policy was amended by Council as indicated above.

  
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**February 4, 2019**

**Clerk**

**Date**