

MAR 28 2022

Approved

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Lauren Gunter

TODAY'S DATE:

DEPARTMENT: Constable Pct 1

SIGNATURE OF DEPARTMENT HEAD:

REQUESTED AGENDA DATE: 3/28/22

SPECIFIC AGENDA WORDING:

Consideration to approve the Johnson County Treasurer's Office to take payment from Customers by credit card using Certified Payments, a division of Accelerated Card Company, LLC and authorizing County Judge Roger Harmon to sign the GoPay Bureau Account Setup Form.

PERSON(S) TO PRESENT ITEM:

Constable Matt Wylie

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME:

ACTION ITEM:

WORKSHOP

(Anticipated number of minutes needed to discuss item)

CONSENT:

EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY: Yes

IT DEPARTMENT:

AUDITOR: No

PURCHASING DEPARTMENT:

PERSONNEL: No

PUBLIC WORKS:

BUDGET COORDINATOR: No

OTHER: Treasurer

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE:

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE

COURT MEMBER APPROVAL

Date



Sales Representative *

Forrest Collett



Bureau Account Setup Form

(Hereafter, Agency/Department is referred to as Bureau) Please complete the following questions to the best of your knowledge. If you need assistance, contact your sales representative or a member of our Account Executive team at 866-539-2020.



1. Bureau Location

Please complete the basic location information for your agency/department

Bureau Name *

Johnson County Constable's Office Precinct One
ex. Harris County, TX Property Tax

Federal Tax ID *

75-6001030

Bureau Description

Sheriff and Constable's Fees
ex. Online Property Tax Payments, Court Fines and Fees Payments

Population

180000
City or County Population

Phone *

(807) 556-6163

Fax

(817) 556-6868

Agency Website *

Time Zone *

Central



<https://www.johnsoncountytexas.org/public>

Physical Address (No PO Boxes) *

3390 FM 1434

Street Address

Street Address Line 2

Cleburne

City

Texas

State



76033

Zip Code



2. Bureau Contact Information

Please list main contacts and account administrators.

User Administrator *

Matt Wylie

First and Last Name

Title *

Constable

Email *

mwylie@johnsoncountytexas.org

example@example.com

Phone Number *

(817) 556-6163

Notices and Changes *

Same as User Administrator

Other

Chargebacks *

Same as User Administrator

Same as Notices and Changes

Other



3. Bureau Type, Payment Channels and Current Volume

Please provide the type, payment channels and payment volumes for the bureau.

Bureau Type *

- Tax
- Court/Clerk
- Justice of the Peace
- Misc. Government Services
- Utility
- Motor Vehicle
- Parks and Recreation
- Constable's Office

Payment Channel(s) *

- Counter (POS)
- Web (Online)
- IVR (Automated Phone Payments)
- REST API Integration
- Existing Integration Partner
- GenericSTI Integration

Payment Methods *

- Visa
- Discover
- Mastercard
- eChecking/Savings
- American Express

Pricing Model

- Service Fee (CertPay)
- Agency Absorbed (ACC)

Card Service Fee Rate

2.4%

Minimum Service Fee Rate

1.00

Estimated/Requested Go-Live Date for Selected Payment Channels *

04-01-2022



Date

Additional Go-Live/Implementation Details

[Empty text box for implementation details]

Average Ticket Size *

360.00

Est. average transaction amt

High Ticket Size *

1620.00

In previous 12 months

Average Monthly Volume *

2500.00

In previous 12 months

High Monthly Volume *

2952.00

In previous 12 months

Annual Volume *

90,000.00

Gross Payment Collections

Annual Volume (CC)

0.00

Credit/Debit Card

*If available, please provide previous processing/merchant statements detailing your current processing volumes.



4. CertPay Product Customization

Certified Payments Consumer Web and QuickSTI Counter Payments are customizable in many ways. These options can assist you in accounting for different payment types and applying payments appropriately.

PAYMENT ITEMS and REFERENCE FIELD

1. Payment Items are added to identify categories or items in a department's fee schedule (Property Tax, Vehicle Tax, Building

Permit, Utility Payment, Business License). The Payment Item Description will appear in the transaction detail and can be added as a column in the Detail Report.

2. The Reference Field is a unique identifier for the Payment Item, such as Account Number, Permit Number or Citation Number. It can be alpha-numeric and can be limited to the number of characters allowed. If no Reference Field requirements please enter "Not Applicable". The default will state Reference Number.

1. Payment Item Description *

Constable's Fees

ADD MORE

2. Reference Field Description *

Case Number

ADD MORE

COMMENTS FIELD

An optional Comments Field can be added to each line item during the payment. This is helpful as an additional reference field or customer entered details and will appear in the transaction details and on the Detail Report. The default length is 100 characters.

Add Comments Field? *

Yes

Comments Field Length

100
Default is 100

PRIVATE LABEL

CertPay Consumer Web allows for custom branding of payment pages with a logo or graphic to match the look and feel of the agency's website. The image must be a PNG file, 300x300 pixels or less. If you need help creating a PNG file, please contact your Sales Representative or Account Executive.

Add Private Label? *

No

Upload Logo/Graphic

Browse Files

Must be .png file, 300x300 pixels or less.

WEB PAYMENT ORIENTATION - If payments should always originate from your hosted site, please list the URL in "Other". Otherwise, choose www.certifiedpayments.net to allow customers to pay from our site as well.

- <http://www.certifiedpayments.net>
- <https://www.john>



5. Integration and Data Management

Certified Payments REST API and GenericSTI payment interface are available for front and back end integration with agencies and their software partners. If you are interested in this functionality, please choose this as a Payment Channel option.



6. POS Equipment Deployment and Installation

Please complete the following information for counter payments. If EMV chip card readers are deployed, an administrative-level technical contact is required to complete installation.

of Payment Stations

Payment Acceptance Hours

of Magtek USB Card Swipe Devices

of Epson TM-T20II Receipt Printer

Purchase order and invoice will be sent separately

of Ingenico IPP320 EMV PINPads

Purchase order and invoice will be sent separately



7. Bureau Banking Information

The undersigned authority authorizes Certified Payments to deposit ACH credits or initiate wire transfers for the payment of settlements due to and from the Agency Bank Account for such purposes:

Bank Name

First Financial Bank

Bank Contact Name

Lisa Lemon

Bank Phone

(972) 723-7160

Bank Email

llemon@ffin.com
example@example.com

Bank Address

403 N. Main Street

Street Address

Street Address Line 2

Cleburne

City

Texas

State



76033

Zip Code

Name as it appears on Agency Bank Account

Johnson County Treasurer-

Date Bank Account Opened

03-29-1995



Approximate Date Opened

Bank Routing Number

[Redacted]

Agency's Bank Account/DDA Number

[Redacted]

Please upload a copy of a voided check or bank letter (must be on bank letterhead) on the above-referenced bank account. *

Browse Files

PDF or Image file

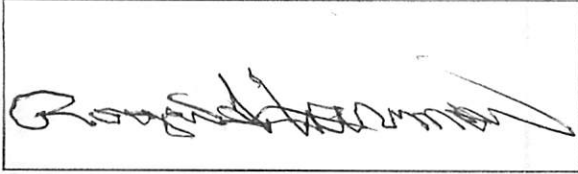
Bank Le...und.PDF

28.1KB

AGENCY'S ACCEPTANCE *

Date *

03-28-2022



Agency Signature

[Clear](#)

Name and Title *

Judge Roger Harmon, Johnson County Judge

CERTIFIED PAYMENTS' ACCEPTANCE


Date

Authorized Representative

Name and Title

Save

Review Answers

 Print Form