

**REQUEST FOR AGENDA PLACEMENT FORM**

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

SUBMITTED BY: Brenda Tucker TODAY'S DATE: 03/17/2022

DEPARTMENT: Constable Pct. 4

SIGNATURE OF DEPARTMENT HEAD: *Brenda Tucker*

REQUESTED AGENDA DATE: March 28th, 2022

**SPECIFIC AGENDA WORDING:**

Consideration to approve the Johnson County Constable Pct 4 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 CertPay Bureau Account Setup Form.

COMMISSIONERS COURT

MAR 28 2022

**PERSON(S) TO PRESENT ITEM:**

Matt Wylie

**SUPPORT MATERIAL:** (Must enclose supporting documentation)

Approved

**TIME:**  
(Anticipated number of minutes needed to discuss item)

**ACTION ITEM:** ✓  
**WORKSHOP:**  
**CONSENT:**  
**EXECUTIVE:**

**STAFF NOTICE:**

**COUNTY ATTORNEY:** ✓

**AUDITOR:**

**PERSONNEL:**

**BUDGET COORDINATOR:**

**IT DEPARTMENT:**

**PURCHASING DEPARTMENT:**

**PUBLIC WORKS:**

**OTHER:**

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 PCT 4  
ex. Harris County, TX Property Tax

**Federal Tax ID \***

75-6001030

**Bureau Description**

FEE PAYMENTS  
ex. Online Property Tax Payments, Court Fines and Fees Payments

**Population**

179000  
City or County Population

**Phone \***

(817) 556-6363

**Fax**

(817) 556-6083

**Agency Website \***

WWW.JOHNSONCOUNTYTX.ORG

**Time Zone \***

Central



**Physical Address (No PO Boxes) \***

2 North Main Street Room B6

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 \*

BRENDA TUCKER

First and Last Name

### Title \*

OFFICE MANAGER

### Email \*

btucker@johnsoncountytexas.org

example@example.com

### Phone Number \*

(817) 556-6363

### 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 PCT

**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 area for additional details.



**Average Ticket Size \***

85.00  
Est. average transaction amt

**High Ticket Size \***

195.00  
In previous 12 months

**Average Monthly Volume \***

1020.00  
In previous 12 months

**High Monthly Volume \***

2340.00  
In previous 12 months

**Annual Volume \***

12240.00  
Gross Payment Collections

**Annual Volume (CC)**

0  
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 Fees

Convenience Fees

ADD MORE

**2. Reference Field Description \***

Case #

Description

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  No

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



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

**WEB PAYMENT ORIGINATION** - 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**

1

**Payment Acceptance Hours**

8-5 Monday - Friday

**# of Magtek USB Card Swipe Devices**

1

**# of Epson TM-T20II Receipt Printer**

0

Purchase order and invoice will be sent separately

**# of Ingenico IPP320 EMV PINPads**

0

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 North Main Street  
Street Address

Street Address Line 2

Cleburne  
City

Texas  
State



76033  
Zip Code

Name as it appears on Agency Bank Account

Date Bank Account Opened

Johnson County Treasurer-

03-29-1995



Approximate Date Opened

Bank Routing Number

Agency's Bank Account/DDA Number

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 Letter for General Fund.PDF](#)

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