



**AGENDA PLACEMENT FORM**

(Submission Deadline – Tuesday, 12:00 PM before Regular Court Meetings)

Date: 07 September 2023

Meeting Date: 25 September 2023

Submitted By: Dan Milam

COMMISSIONERS COURT

Department/Office: Information Technology

SEP 25 2023

Signature of Director/Official: *Dan Milam*

Approved

Agenda Title: Hamm Creek Credit Card Readers

**Public Description** (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

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  
Chris Boedeker to sign the CertPay Bureau Account Setup Form.

(May attach additional sheets if necessary)

Person to Present: Dan Milam

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC  CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: Action or Consent (Action Item, Workshop, Consent, Executive)

**Check All Departments Requiring Notification:**

County Attorney  IT  Purchasing  Auditor

Personnel  Public Works  Facilities Management

Other Department/Official (list) Treasurer, Commissioner Precinct 1, Hamm Creek Park

**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 Treasurer  
ex. Harris County, TX Property Tax

**Federal Tax ID \***

75-6001030

**Bureau Description**

Hamm Creek Park  
ex. Online Property Tax Payments, Court Fines and Fees Payments

**Population**

City or County Population

**Phone \***

(817) 556-9311

**Fax**

(817) 556-9329

**Agency Website \***

https://www.johnsoncountytexas.org/depart

**Time Zone \***

Central



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

6957 West FM 916

Street Address

Street Address Line 2

Rio Vista

City

Texas

State



76093

Zip Code



## 2. Bureau Contact Information

Please list main contacts and account administrators.

**User Administrator \***

Kathy Blackwell

First and Last Name

**Title \***

County Treasurer

**Email \***

**Phone Number \***

(817) 556-6341

**Notices and Changes \***

Same as User Administrator

Other

**Chargebacks \***

- Same as User Administrator
- Same as Notices and Changes
- Other



### 3. Platform

**Please select the Platform you will be utilizing \***

Certified Payments ▼

**Pricing Model \***

- Service Fee
- Agency Absorbed

**Payment Methods \***

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

**Average Ticket Size \***

30.00  
Est. average transaction amt

**High Ticket Size \***

100.00  
In previous 12 months

**Average Monthly Volume \***

1000  
In previous 12 months

**High Monthly Volume \***

2000  
In previous 12 months

**Annual Volume \***

8000  
Gross Payment Collections

**Annual Volume (CC) \***

0  
Credit/Debit Card

**Credit Card Funding Type**

Net ▼

### Deferred Days

Please Select

If Gross is selected please choose number of deferred days

### eChecking/Savings Funding Type

Net

Please select funding type if eCheck payments will be accepted

Card Service Fee Rate

Minimum Service Fee Rate

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



## 4. Bureau Type

\*Please complete this section only if utilizing the Certified Payments platform

### Bureau Type

- Tax
- Court/Clerk
- Justice of the Peace
- Misc. Government Services
- Utility
- Motor Vehicle
- Parks and Recreation
- Treasurer

### Payment Channel(s)

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

- **Please see ACC Merchant Application for agency absorbed pricing details.**

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

09-07-2023

Date

**Additional Go-Live/Implementation Details**



**5. CertPay Platform 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**

**2. Reference Field Description**

- Per Person
- Carload (Up to 6)
- Boat Launch
- Dump Station
- Shower Facilities
- Excess Vehicle
- Camp Sites Non-Electric
- Camp Sites Water-Electric
- Full Hookup
- Group Pavilion Non Elect
- Group Pavilion W/Elect
- Annual Day Pass
- Annual Boat Pass
- Annual Day and Boat Pass

**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?



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](http://www.certifiedpayments.net) to allow customers to pay from our site as well.

<http://www.certifiedpayments.net>

Website URL



## 6. Integration and Data Management

Please provide information for any third party software company (the application name and version) utilized for account management and payment. If integration is required between this third party software company and Certified Payments, please provide the point of contact for this vendor.

**Utilizing Certified Payments' EMV solution requires you meet the following minimum technical requirements. Please confirm with your IT Department that your PCs meet these requirements and acknowledge accordingly by checking the boxes below.**

- Windows 7, Windows 8 or Windows 10
- USB Port for powering the EMV device
- Latest version of Internet Explorer, Firefox or Chrome internet browsers
- EMV Solution cannot be installed on RTS Work Stations (TX only); must be a standalone PC
- Firewall must be updated to accept and allow the following URL: <https://emvs.first-american.net/api/EMV/AuthRequest:9999>





## 8. 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**

Ana Aguilar

**Bank Phone**

(817) 556-5044

**Bank Email**

**Bank Address**

PO Box 537

Street Address

Street Address Line 2

Cleburne

City

Texas

State



76033

Zip Code

**Name as it appears on Agency Bank Account**

Treasurer Clearing

**Date Bank Account Opened**

01-01-2013

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

Johnson... CC.pdf

0.1MB

**AGENCY'S ACCEPTANCE \***

**Date \***

09-07-2023

Agency Signature

Clear



! This field is required.

**Name and Title \***



! This field is required.

**CERTIFIED PAYMENTS' ACCEPTANCE**

**Date**

\_\_\_\_\_  
Authorized Representative

**Name and Title**

Abigail Hernandez Operations Manager

Powered by Jotform



September 7, 2023

Re:

To Whom It May Concern:

Please be advised that Johnson County has an open/active account with First Financial Bank, NA. and in good standings. The following is the information for Johnson County Account:

Routing (ABA)  
Account

[REDACTED]  
[REDACTED]

Feel free to contact me with any questions or concerns Monday thru Friday from 9:00am – 5:00pm. Thank you for your prompt attention to this matter.

Sincerely

Ana Aguilar  
Personal Banker  
817-556-5044  
[aaquilar-chavez@ffin.com](mailto:aaquilar-chavez@ffin.com)