

BUREAU ACCOUNT SETUP FORM
(Hereafter, Agency is referred to as Bureau)

BUREAU NAME: Panola County District Clerk Federal Tax ID 75-6001106

BUREAU LOCATION

<u>110 S. Sycamore, Room 227</u>	<u>Carthage, Texas</u>	<u>75633</u>
<i>Street Address</i>	<i>City, State</i>	<i>Zip Code</i>
<u>903.693.0306</u>	<u>903.693.6914</u>	
<i>Phone Number</i>	<i>Fax Number</i>	<i>Website/URL /</i>

<http://co.panola.tx.us/default.aspx?PanolaCountyDistrictClerk>

Please select if this is the Primary Account (Primary Account Ex: Property Tax) Note: If multiple payment types will be accepted under this contract, complete Pages 1 and 2 and the Bureau Banking Information form for each additional account.

PLEASE PROVIDE A COPY OF A VOIDED CHECK OR A LETTER FROM THE BANK (must be on bank letterhead) FOR EACH BANK ACCOUNT

COLLECTED VOLUMES

Please tell us the volumes you collect from customers; if you have not previously taken credit cards, please provide estimates.

\$ <u>50</u>	\$ <u>500</u>	\$ <u>50,000</u>	\$ <u>100,000</u>	\$ <u>250,000</u>
Average Ticket Size	High Ticket Size	Average Monthly Volume	High Monthly Volume	Annual Volume

BUREAU TYPE

Select the Account's payment type or choose OTHER and select payment acceptance online and/or at the counter

TAX	MOTOR VEHICLE	COURT/CLERK	UTILITY	JUSTICE OF PEACE
<input type="checkbox"/> Tax WEB	<input type="checkbox"/> MV WEB	<input checked="" type="checkbox"/> Court/Clerk WEB	<input type="checkbox"/> Utility WEB	<input type="checkbox"/> JP WEB
<input type="checkbox"/> Tax CNT	<input type="checkbox"/> MV CNT	<input checked="" type="checkbox"/> Court/Clerk CNT	<input type="checkbox"/> Utility CNT	<input type="checkbox"/> JP CNT
<input type="checkbox"/> OTHER	(If other, please describe) _____			

CONTACT INFORMATION

User Administrator – Contact Information

It is recommended that the Bureau initially assign one individual as the User Administrator. The User Administrator will create User Accounts and access permissions from the Certified Payments' Reporting Services website. Please provide the User Administrator's information.

Debra Johnson debra.johnson@co.panola.tx.us 903.693.0306
First & Last Name Email address Telephone Number

Notices and Changes – Contact Information

Periodically, Certified Payments will send its Bureaus' notifications on various issues and alerts to upcoming changes. These notices can take the form of either physical mail or electronic mail. Please provide the contact information for the person that should receive such correspondence.

Debra Johnson debra.johnson@co.panola.tx.us 903.693.0306
First & Last Name Email address Telephone Number

Chargebacks – Contact Information

Certified Payments handles all cardholder initiated Chargebacks on behalf of the Bureau; however, we will require the Bureau's assistance in that endeavor and a means by which to communicate. In order to document the process, the primary communication medium will be through email. Please provide the name email address and additional contact information for that person.

Debra Johnson debra.johnson@co.panola.tx.us 903.693.0306
First & Last Name Email address Telephone Number

REFUNDS

As stated in the Service Provider Agreement, refunds are issued when the need arises. All Refund Requests must be initiated by the Bureau through the Reporting Services website, utilizing the "Refund Request" Link. Certified Payments will not accept Refund requests from cardholders and any such requests by a cardholder will be referred to the Bureau's Primary Telephone Number for assistance.

BUREAU ACCOUNT SETUP FORM

BUREAU NAME: Panola County District Clerk

Payment Acceptance – Options Available

Please select IVR System if we should provide your customers/cardholders with access to Certified Payments' IVR System

IVR SYSTEM – Telephone Payments

Please provide the location where consumer payments will originate. **If your website is hosted, please contact your provider and obtain the re-direct link and we will publish the link on our consumer website so that all payments will be completed and posted through your hosted site.**

CERTIFIED PAYMENT'S CONSUMER WEBSITE http://www.certifiedpayments.net

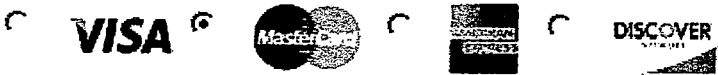
BUREAU WEBSITE http://www.

OTHER WEBSITE http://www.

Certified Website and Payment Customization

Certified Payments has the ability to customize our consumer website so that it will collect detailed payment information specific to each Bureau's needs. If you accept multiple types of payments, we can provide you with a drop down menu; the drop down menu will contain a list of options for the consumer to select when making a payment. This list of options will assist the Bureau in identifying the payment and where the payment should be applied within the Bureau's system.

Following is an example of payment types identified for a **Motor Vehicle Registration** Bureau accepting payments at the counter (CNT); the same detail is available for online (WEB) transactions. Ex: "Drop Down" Menu



Payment Type	Transaction Type	Reference Number	Payment Amount
Payment	Building and Plumbing Permits	67890523	67.50

Reference Number: Registration #, Permit #, Tag # or Description

Transaction Type	Reference Number
Building and Plumbing Permits	Permit #
Motor Vehicle	License #

Using the examples above, please provide your list of **Transaction Types** and **Reference Number/Identifiers**, and we will customize your Bureau information accordingly.

Transaction Type	Reference Number
<u>Civil</u>	<u>1-30 Alpha Numeric</u>
<u>Criminal</u>	<u>1-30 Alpha Numeric</u>
<u>Copies</u>	<u>1-30 Alpha Numeric</u>
<u>Miscellaneous</u>	<u>1-30 Alpha Numeric</u>

BUREAU CREDIT CARD ACCOUNT SETUP FORM
Confidential

Page 3 of 3

BUREAU BANKING INFORMATION

COMPLETE THIS FORM FOR EACH BUREAU ACCOUNT REQUESTED

BUREAU NAME: Panola County District Clerk

Banking Information - Credit Card Account

The undersigned authority authorizes Certified Payments to deposit ACH credits and withdraw ACH debits or initiate wire transfers for the payment of settlements due to and from the Agency listed below and provides and confirms the following agency bank account for such purposes:

<u>First State Bank & Trust Company</u>	<u>Cheri Jamison</u>	<u>903.693.6606</u>
<i>Bank Name</i>	<i>Bank Contact Name</i>	<i>Contact Telephone / Fax/ Email</i>
<u>110 West Panola PO Drawer 579</u>	<u>Carthage Tx</u>	<u>75633</u>
<i>Street Address</i>	<i>City, State</i>	<i>Zip Code</i>
<u>111904150</u>	<u>4707965</u>	
<i>Bank Routing Number</i>	<i>Agency's Bank Account/DDA Number</i>	
<u>Panola County of Texas Credit Card Clearing Account</u>		
<i>Name as it appears on Agency Checking Account</i>	<i>Date Bank Account Opened</i>	

PLEASE PROVIDE A COPY OF A VOID CHECK/BANK LETTER (must be on bank letterhead) ON THE ABOVE-REFERENCED BANK ACCOUNT

AGENCY'S ACCEPTANCE:

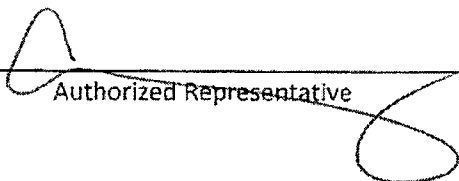
By: 
Agency Signature

LeAnn Jones, County Judge
Printed Name and Title

6-13-16
Date

CERTIFIED PAYMENT'S ACCEPTANCE:

ACCELERATED CARD COMPANY, LLC.
DBA CERTIFIED PAYMENTS

By: 
Authorized Representative

6/17/16
Date

VOL. 99 PAGE 081



**FIRST STATE
BANK & TRUST COMPANY**

110 WEST PANOLA
P. O. DRAWER 579
CARTHAGE, TEXAS 75633
903-693-6606
www.fsbcarthage.com

June 15, 2016

To Whom It May Concern,

This letter is to confirm that Panola County of Texas has a checking account with us, styled Credit Card Clearing Account. The checking account number is 4707965. The bank routing number is 111904150.

Sincerely,

A handwritten signature in cursive script that reads "Cheri Jamison". The signature is written in black ink and is positioned below the word "Sincerely,".

Cheri Jamison

FSB&T Co
NEW ACCOUNTS
903-693-6606 x247
cjamison@fsbcarthage.com

PANOLA COUNTY COMMISSIONERS' COURT AGENDA REQUEST

DATE: June 7, 2016

MEETING DATE REQUEST: June 13, 2016

DEPARTMENT: District Clerk

CONTACT PERSON: Debra Johnson

REQUEST SUBJECT: Approve credit card account setup with Accelerated Card Company, LLC d/b/a Certified Payments

COMMENTS: The credit card company which currently serves the District Clerk's Office is LexisNexis VitalChek Network Inc. LexisNexis has indicated that its services with the District Clerk's office will terminate 'around June 29', 2016. The District Clerk's office wishes to enter into an agreement for services with Accelerated Card Company, LLC d/b/a Certified Payments. Panola County has previously approved a 'global' service provider agreement with Accelerated Card Company, LLC d/b/a Certified Payments on behalf of another Panola County office, and the District Clerk's Office requests that its application with said company be approved.

BUDGETARY IMPACT: No financial impact. Equipment is provided at no charge by Accelerated Card Company, LLC d/b/a Certified Payments, and said company will accept convenience fees paid by customers of the District Clerk's office as payment.

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PANOLA COUNTY COMMISSIONERS' COURT AGENDA REQUEST

DATE: June 7, 2016

MEETING DATE REQUEST: June 13, 2016

DEPARTMENT: District Clerk

CONTACT PERSON: Debra Johnson

REQUEST SUBJECT: Approve credit card account setup with Accelerated Card Company, LLC d/b/a Certified Payments

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BUDGETARY IMPACT: No financial impact. Equipment is provided free of charge by Accelerated Card Company, LLC d/b/a Certified Payments, and said company will accept convenience fees paid by customers of the District Clerk's Office as payment.

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CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
 CERTIFICATION OF FILING**

Certificate Number:
 2016-72435
 Date Filed:
 06/17/2016
 Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
 Accelerated Card Company LLC DBA Certified Payments
 Fort Worth, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
 Panola County District Clerk Office

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
 2016-48
 Credit card processing for customer payments

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO interested party.

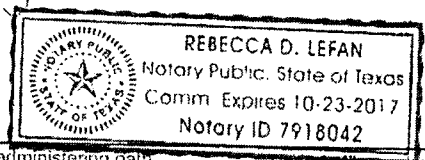
6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

[Signature]
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Ashley Rangel this the 17th day of June 2016 to certify which, witness my hand and seal of office.

[Signature]
 Signature of officer administering oath



Printed name of officer administering oath: REBECCA D. LEFAN
 Title of officer administering oath: Notary Public, State of Texas