

# **Society PayPal Usage Procedure**

**Revised - 12/30/2025**

The Kingdom or Greater War exchequer requests the usage of PayPal. The Society Exchequer, Society Exchequer deputy, Society PayPal Deputy and Kingdom Seneschal will conduct an interview with the Kingdom/Greater War exchequer. The interview will focus on the current reporting status of the Kingdom/Greater War, as well as the ability of the Kingdom/Greater War Exchequer's office to handle the demands of PayPal operations. The Kingdom Seneschal, the Society Seneschal and Society Treasurer will be invited to the interview.

1. Once the Kingdom/Greater War has been approved for PayPal by the Society Exchequer, the Kingdom must update the kingdom financial policy. The PayPal policy may be a stand-alone PayPal policy or an addendum to the Kingdom Financial Policy.
2. The approved Kingdom/Greater War must have a warranted deputy to the Exchequer specifically for PayPal to ensure segregation of duties. The Kingdom/Greater War Exchequer and PayPal Deputy will receive training from the Society Exchequer and the Society PayPal Deputy on the use of PayPal. As the use of PayPal grows within an approved Kingdom, additional deputies will need to be warranted. Creation of subordinate PayPal user accounts and passwords will allow individuals that can process payments without having access to account settings.
3. The Kingdom/Greater War exchequer will follow Society Financial Policies to open a new checking account that is to be used specifically for PayPal funds and shall not be used for any other purpose. Once the new account is approved by the Corporate Office, the account will be opened using no more than the minimum amount required by the financial institution. If checks are required for this account, allow enough funds to purchase. Signatories on this bank account must follow Society Financial Policy IV - Bank Account Identification and Structure. Minimum signers should be

Kingdom/Great War Exchequer, Kingdom/Great War PayPal deputy, and a Kingdom Seneschal. (PP FP3)

4. The Kingdom/Greater War Exchequer will create a SCA Kingdom/War-specific PayPal email alias (example: kingdompaypal@gmail.com Epay@Kingdom.org or "GWepay@gmail.com) that will be used as the email address of the PayPal account. This alias must be accessible to the Kingdom/Greater War PayPal deputy and the Kingdom Seneschal or designate (this must not be the event Autocrat). Persons responsible for PayPal activities must be unrelated or in separate (modern) households. This email must not subscribe to any other lists, groups, social media, etc. This email address must not be forwarded to any other email addresses. Gmail has worked well as it allows other PayPal team members access to the incoming emails and ability to answer questions about invoices. (PP FP 4.)
5. The PayPal account owner must be the Kingdom/Greater War Exchequer. The Kingdom/Greater War exchequer will sign-on [www.PayPal.com](http://www.PayPal.com) and create a PayPal business account by selecting Signup and Business Account. A secure, robust password must be created. Knowledge of the password is restricted to the Exchequer and Society PayPal Deputy (must not be the event Autocrat). The Kingdom/Greater War exchequer is the account user (owner) that has full administrative rights. A sealed envelope with a copy of the password, and any other account security questions should be in the exchequer files that would be given to the contingency exchequer in case of an emergency. The PayPal account password linked to the office of Kingdom/Greater War Exchequer, Kingdom Seneschal and Kingdom PayPal Deputy must be changed every time any of those officers change. The Federal Tax ID number for either SCA, Inc., the subsidiary Corporation's Tax ID number or your country's equivalent of a Tax ID number's Tax ID number, will be needed to open the PayPal business account. (PP FP 5)
6. The Kingdom/Greater War PayPal checking account must be linked to a Kingdom/Greater War level bank account that is used only for PayPal. Knowledge of the Federal Tax ID number (or that of the subsidiary Corporation ) Tax ID number or your country's equivalent of a Tax ID

number, will be needed. PayPal may request to see scanned bank statements to confirm that the SCA group is the actual owner of the account. The routing number and account number for bank account created in #3 above will be needed. After the account is linked, PayPal will deposit two small (less than a dollar) amounts to the PayPal account; an authorized user of the account will need to get the amounts deposited by logging on to PayPal and transfer the amounts to validate the linkage to the correct bank account. The Kingdom/Greater War Exchequer will need to know the two deposit amounts. The Kingdom/Greater War Exchequer or PayPal deputy will need to record these amounts in the PayPal account to complete the PayPal verification process. (PP FP 6)

7. Event proceeds may only be transferred from PayPal account to the Kingdom/Greater War PayPal checking account. The Kingdom/Greater War PayPal deputy will run PayPal reports to verify the amount that has been collected for a given event/war. When the event proceeds have been verified, the PayPal deputy will request permission via email to transfer the event proceeds from PayPal account to PayPal checking. The Kingdom/Greater War exchequer and Kingdom Seneschal or Financial Committee, will grant permission via email to transfer event funds. The PayPal account must be linked to the Kingdom/Greater war level bank account and used only for PayPal, so that money collected can be transferred from PayPal to the Kingdom/Greater war level PayPal bank account described in #6 above. (PP FP 7)
8. Kingdom/Greater War PayPal policies must include provisions for issuing refunds; any such refund will be minus PayPal transaction fees. The following note to customer should be added when creating the Kingdom/Greater War PayPal template within the PayPal system "Requests for refund of prevent credit card payment (reservations, site, feast, etc.) must made via email (or postmarked) no less than 10 days before the beginning of the event and include a valid mailing address. Refunds will be made by mailed paper check (less the fees)". Attendees will not be penalized PayPal fees if an error was made by the Kingdom/Greater War PayPal staff. The Kingdom/Greater War also needs a policy for refunds for a

mass cancellation, example – Covid shutdown. A Kingdom/Greater War Financial Committee may waive the ‘no return of PayPal fees’ due to an event mass cancellation with approval of the Financial committee. (PP FP 8)

9. Kingdoms that have been approved for PayPal use may accept payments at the events provided that the correct equipment (Smartphone, tablet and stable Internet connection) is available. A PayPal POS acceptable credit card reader (device that attaches to either a Smartphone or tablet for the purpose of swiping credit cards) will be required and MUST be obtained directly from PayPal. The triangle, or Bluetooth ‘touchless’ scanners may be used. The ‘touchless’ device will also enable gate staff to limit touching of someone’s credit card. Credit cards will not be keyed into the device.

Any individual accepting payments must have a current SCA membership and be at least 18 years old. They will have their own unique login and shall be responsible for all transactions created with it. Logins will be disabled within 24 hours after the close of the event. Training must be completed through the Kingdom PayPal Deputy in conjunction with the Society PayPal Deputy. (PP FP 9)

9.1 Approved Kingdoms/Greater Wars may accept PayPal Here for Heraldic Submissions. Place and time for credit card acceptance will be announced when available at a given event. PayPal or Heraldic staff will be warranted and trained to use PayPal . (PP FP 9.1)

10. Events accepting PayPal will have the PayPal logo on all advertising sources. A link will be created that will allow a request for an invoice to be submitted to the Kingdom/Greater War PayPal Deputy (Staff). The request shall contain only: Modern name, SCA name, membership number & expiration date (if applicable), and an email address plus the request for services (event fees, feast, cabin, daytrip, tenting, etc.).

**10A.To accept pre-event payment. NOTE: Naming of events should remain consistent.** Example: 2021 Winter Wonders, 2021 Spring Crown List, 2021 Spring Coronation, 2022 Winter Wonders, 2022 Spring Crown List using the year of the event and its official name.

It is forbidden to create a link from any event or other SCA sponsored web page directly to PayPal for payment of event expenses. The creation of such a link will result in an administrative sanction.

A button/link must be created on the event web page to send the customer to the event invoice request form. The PayPal Deputy or Local Exchequer should coordinate with the appropriate Webminister.

iii. The invoice request form will require the attendee to submit only their modern name, SCA name and membership number, email address. Other information such as a phone number or membership expiration date may be requested. There will be options for the event(s) available, then other dropdown menus for the length of stay and other offerings (cabin/tent, feast, etc.), member or nonmember fees.

jjj. iv Multiple individuals may be submitted on each invoice request. Then select submit or send, and the form is sent to the Kingdom PayPal Deputy email.

kkk. v The Kingdom PayPal Deputy (or staff) logs into PayPal, and creates the invoice using the reservation information provided. The event name/abbreviation must be added to the memo area. This will be needed to complete reports.

lll. vi The Kingdom PayPal Deputy (staff) will complete invoice, and PayPal sends the invoice to the customer's provided email address.

mmm. vii. The payment due date will be set at no later than 7 days from the creation of the invoice.

nnn. ix. After reviewing the invoice, the attendee clicks on 'pay', and is connected to the PayPal website. Payment can be made with an accepted credit card, E-check or their personal PayPal account balance. If an E-check is used, it will take several days to clear.

ooo. x. PayPal sends an email receipt to the customer and a payment confirmation to the Kingdom PayPal Deputy.

ppp. xi. The Kingdom PayPal Deputy sends the confirmation and original request to the Reservation Steward for the event.

qqq. xii. A reminder is sent by the Kingdom PayPal deputy to the customer at least the day before the invoice due date.

rrr. xiii. Invoices not paid within 7 days will be cancelled. PayPal will complete the transaction after the invoice has been paid.

### **10B. To Accept PayPal POS at the door**

i. The PayPal deputy and/or Kingdom/Greater War Exchequer will ensure the event fees and event options are defined in PayPal POS. Examples: camping, feast, etc.

ii. Every PayPal staff member will need a Smartphone or tablet, (unless provided by the event, Kingdom or Greater War) loaded with the PayPal POS app, Internet connection (via either cellular or wireless ethernet, a hotspot, or a tethered smartphone), and a PayPal POS card reader (described in #9 above). The PayPal POS credit card reader will be provided by the Kingdom PayPal Deputy or the Kingdom Exchequer or as specified in the applicable Financial Policy.

iii. The PayPal Staff member processing the payments will log onto PayPal POS via a unique-to-them log in identification, which the kingdom PayPal deputy has created. It is important to try the login before their shift to ensure the login is activated correctly. It is recommended that volunteer shifts be no less than 4 hours.

iv. The person processing the payment will select the event options and fees being requested by the attendee.

v. The person processing the payment will then swipe the customer's card through the reader; The user will see and approve the amount to be charged, decide if they want a receipt (which can be texted or emailed to them; their choice), and sign the screen with their finger. If the reader allows for "tapped" the customer will tap their card. If paying by electronic wallet the user will tap their device on the reader. An email reporting the transaction will be sent to the Kingdom PayPal email address.

### **10C. To Accept PayPal Here for Heraldry**

i. The PayPal deputy and/or Kingdom/Greater War Exchequer will ensure the submission fees are loaded in PayPal POS. Example: Items Name, Device, Badge etc.

ii. Every Heraldic PayPal staff member will need a Smartphone or tablet, Internet connection (via either cellular or wireless ethernet, a hotspot, or a tethered smartphone), and a PayPal card reader (readers are described in #9 above).

iii. The Heraldic PayPal Staff member processing the payments will log onto PayPal via a unique to them log in identification, which the Kingdom PayPal deputy will need to create for them.

iv. The person processing the payment will select the heraldry options and fees being requested by the submitter.

v. The person processing the payment will then swipe the customer's card through the reader. The user will see and approve the amount to be charged, decide if they want a receipt (which can be texted or emailed to them; their choice), and sign the screen with their finger. If the reader allows for "tapped" the customer will tap their card. If paying by electronic wallet the user will tap their device on the reader. An email reporting the transaction will be sent to the Kingdom PayPal email address.

#### **10D. Reconciliations:**

i. The Kingdom/Greater War PayPal Deputy will run a transaction report in PayPal to verify funds collected prior to the beginning of the event. When the transaction spreadsheet and PayPal report matches, the PayPal Deputy will then request permission from the Kingdom Exchequer & Kingdom Seneschal (or War Financial Committee) to transfer the pre-event funds received via PayPal into the Kingdom PayPal bank account once the registration closes or when collected funds exceed \$5000.00. Any variation to this policy will be detailed in the individual Kingdom/Greater War PayPal Policy.

ii. The PayPal Staff will record all on-site (PayPal POS or QR Code) transactions on the appropriate spreadsheet. Separate transaction spreadsheets consisting of payee and amount event services, heraldry and or donations must be maintained.

iii. Post event, the PayPal Deputy will run event reports to verify total funds collected through PayPal; these reports can be exported to csv format or to pdf.

iv. Once funds are verified the PayPal deputy will request permission from the Kingdom Exchequer and Kingdom Seneschal (Greater War Financial committee) to transfer the event funds received via PayPal into the Kingdom PayPal bank account within 5 days of the receipt of the final reservation record, which should be no later than 48 hours after the close of the event. (PP FP 10)

v. For Heraldry payments, the PayPal Deputy will run a report monthly to verify total funds collected for Heraldry accepted at a given event (or once monthly for those submissions that were invoiced). PayPal Deputy will request permission to transfer that amount to Kingdom/Greater War PayPal checking no less than once monthly. (PP FP 10.1)

vi. For Donations, the PayPal Deputy will run a donations report and compare the report to the Donations spreadsheet. PayPal Deputy will request permission to transfer that amount to Kingdom/Greater War PayPal checking no less than once monthly. (PP FP 10.2)

vii. All documentation will be maintained with the appropriate event, heraldry, or donation files.

11. Invoices not paid within 7 days will be cancelled by the Kingdom/Greater War PayPal Deputy after multiple reminders sent through PayPal. The attendee shall receive an email directly from PayPal stating their invoice has been cancelled for nonpayment. The PayPal staff will notify the event reservation staff that invoice XYZ123 has been cancelled. (PP FP 11)

12. The Kingdom/Greater War Exchequer or deputy shall review the PayPal account and PayPal checking on a regular basis for unauthorized transactions. Such review shall occur no less than monthly. (If a customer disputes a transaction, PayPal can withdraw money from the Kingdom PayPal bank account to credit back to that customer pending resolution of the dispute.) (PP FP 12)

13. The Kingdom/Greater War must remain current on Kingdom level quarterly reports, Kingdom NMR monthly reporting, NMR payments, Background check invoice payments, Kingdom Domesday reports and consolidated reports. Failure

to communicate any delays in reporting or maintaining status will result in the loss of PayPal usage. (PP FP 13)

14. Funds received from PayPal, may be transferred to groups from the Kingdom/Greater War PayPal checking accounts using ETF-ACH if the Kingdom/Greater War has qualified to do so. (PP FP 14)