

Society PayPal Policy

Revised December 2025

The Kingdom/Greater War Exchequer will request via email for permission to use PayPal from the Society Exchequer. The Kingdom Exchequer will have a confidential interview with the Society Exchequer and Society Deputy Exchequer for PayPal. The interview will cover 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. After the Kingdom/Greater War receives approval to use PayPal, Kingdom/Greater War financial policy must be updated to include PayPal usage. It may be a stand-alone PayPal policy or an addendum to the Kingdom Financial Policy.
2. Approved Kingdoms/Greater Wars must have a warranted Deputy Exchequer for PayPal. This ensures a check & balance system regarding electronic funds. As PayPal usage increases, more staff may be added as needed. Initial training will take place with Society Exchequer & Society PayPal Deputy. This training may be offered on-line.
3. Following current Society policies, approved Kingdoms/Greater Wars shall open a new Kingdom/Greater War level bank account specifically for PayPal funds. This account shall not be used for any other purpose. The initial deposit for this account should be no more than the minimum amount required by the financial institution. Signers must follow Society Financial Policy IV - Bank Account Identification and Structure.
4. Approved Kingdoms/Greater Wars will create an email account specifically and solely for the use of PayPal. (example: "kingdompaypal@gmail.com"). The alias will be used as the email address of the PayPal account owner. This alias must cascade with at least two Kingdom officers' (recommend the Exchequer, PayPal Deputy and Seneschal who are not immediately related, or operate out of the same residence). This email may not subscribe to any other lists, groups, Facebook, etc. Do not forward this email address to any other email address.
5. The approved Kingdom/Greater War Exchequer, the Account Owner, will create a PayPal business account using the email alias created in #4 above, with a secure, robust password (knowledge of the password is restricted to the Kingdom/Greater War Exchequer and Society PayPal Deputy). A sealed envelope with a copy of the password should be in the exchequer files that would be given to the contingency exchequer in case of an emergency. The PayPal business account and password linked to the office of Kingdom/ Greater War Exchequer, Kingdom Seneschal and Kingdom PayPal Deputy must be changed every time that office changes personnel. The Federal Tax ID number for either SCA, Inc., the subsidiary

Corporation's Tax ID number or a country's equivalent of a Tax ID number's Tax ID number, will be needed to open the PayPal business account.

6. The Kingdom/Greater War PayPal business account must be linked to the Kingdom/Greater War level PayPal bank account created in #3 above. The Federal Tax ID (or that of the subsidiary corporation), account and routing numbers will be needed to link the PayPal account to the PayPal checking account.
7. Approved Kingdoms/Greater Wars must transfer event proceeds from PayPal to the Kingdom/Greater War PayPal checking account on a regularly defined schedule as stated in Kingdom/Greater War PayPal policy. Event proceeds (payments to the local groups/wars) shall be less than the transaction fees unless prior arrangements are agreed on by the Kingdom Financial Committee. The Kingdom/Greater War Exchequers in conjunction with the Kingdom Seneschal/ Greater War Financial Committee will disperse the funds upon request of the PayPal Deputy to the appropriate groups/War.
8. Approved Kingdoms/Greater Wars must develop a refund policy to refund electronic payments. Any refund will be minus fees. This policy must be included on each invoice. At no time are refunds to be given through PayPal. Example: "Requests for refund of pre-event credit card payment (reservations, site, feast, etc.) must be made via email or snail-mail (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. Attendees will not be penalized PayPal fees if an error was made by the Kingdom/Greater War PayPal staff. The Kingdom/Greater War PayPal Policy should include a provision for refunds for a mass cancellation, example – Covid shutdown. The Kingdom/ Greater War Financial Committee may waive the 'no return of PayPal fees' due to an event mass cancellation.
9. The approved Kingdom/Greater War may accept payments at events provided that the correct equipment (Smartphone, tablet, and a 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. PayPal offers several devices that are connectable to a cell phone or tablet. These devices MUST be purchased directly from PayPal. The triangle, or Bluetooth 'touchless' scanners may be used. The 'touchless' device will also enable gate staff to limit touching someone's credit card. Credit cards must be swiped or 'tapped', not keyed into the device. Electronic wallets such as Google Pay or Apple Pay are acceptable forms of payment. A separate sign-in sheet must be maintained if accepting credit card or electronic wallet PayPal POS payments at the door. After the event, the Group/War exchequer will send scanned copies of these sheets to the Kingdom/Greater War PayPal within 48 hours to reconcile the transactions. Once reconciled, the PayPal Deputy Exchequer will request permission from the Kingdom Seneschal and Kingdom Exchequer to transfer the

funds from PayPal to Kingdom PayPal bank account. Documentation is kept with the transfer request.

Any individual accepting payment must have a current SCA membership and be at least 18 years old, will have their own unique login and shall be responsible for all transactions created with the login. A roster warrant shall be maintained for all people issued PayPal credentials. PayPal POS logins will be disabled no later than 24 hours after the close of the event. Each member of PayPal staff MUST have their own username and password. Usernames or passwords may not be shared. Training for swipers must be completed through the Kingdom PayPal Deputy in conjunction with the Society PayPal Deputy.

10. Approved Kingdoms/Greater Wars may accept event Reservations through PayPal. A link will be created on the event/announcement page that will allow a reservation invoice request to be submitted to the Kingdom Deputy Exchequer for PayPal. 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.). The PayPal Deputy shall log on to the PayPal website to create and send an invoice directly through PayPal. PayPal reservations should be closed no later than 48 hours prior to an event.

Permission to create a link from any event or other SCA sponsored web page directly to PayPal must be requested. The absence of explicit permission for the creation of such a link will result in an administrative sanction. Note: A link from event flyer/announcement page to the invoice request form is permissible.

11. Approved Kingdom/Greater War may accept PayPal POS for Heraldic Submissions. Place and time for credit card or electronic wallet acceptance will be announced when available at a given event. Appropriate PayPal or Heraldic staff will be warranted and trained to use PayPal POS. These will be invoiced via the PayPal system. The submitter will request an invoice. When the invoice is paid, the PayPal deputy will forward the paid invoice to the submissions herald. The total funds, minus the PayPal fees collected for submissions will be transferred from the PayPal account to Kingdom PayPal checking account no less than once per month. From Kingdom PayPal checking, the funds will be dispersed per the Kingdom's Herald submissions policy, no less than once per month. (This does not replace the prepaid funds at Society Herald office).
12. Approved Kingdoms/Great Wars that have been approved for PayPal may accept donations at events for the Kingdom/War or groups. The donor will request an invoice stating amount that will be donated and what group or dedicated fund their donation will be applied. The total funds collected, minus the PayPal fees, will be transferred from the PayPal account to Kingdom PayPal checking account no less than once per month. From Kingdom PayPal checking, the funds will be dispersed to the proper dedicated fund groups.

Kingdoms/Greater Wars that have been approved to use PayPal may have Kingdom/ Greater War Exchequer login to PayPal and create a Donation button for the Kingdom or Greater War web Page. Those wishing to donate will simply click on the Kingdom Donate button and follow the PayPal prompts to make the donation they wish to the Group that they intend the donation.

13. Event Invoices not paid within 7 days will be cancelled. PayPal will be used to send reminders (when possible) or notices stating their invoice has been cancelled for non-payment. The PayPal staff will notify the event reservation staff that invoice XYZ123 has been cancelled so that Feast, bed, etc. spaces may be reallocated.
14. The Kingdom 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.
15. The Kingdom/ Greater War must continue to remain current on Kingdom level quarterly reports, Kingdom NMR monthly reporting, NMR payments, Background invoice payments and Kingdom Domesday reports. Failure to communicate any delays in reporting or maintain status may result in the loss of PayPal usage.
16. Kingdoms/Greater Wars, who are qualified to use EFT-ACH may transfer funds from the PayPal checking account directly to the group hosting the event. Spreadsheets and Emails documenting the transfers will be maintained.