

# **Society PayPal Usage Procedure**

**Revised - 03/05/2021**

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 a private 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. (PP FP 1.)

2. The approved Kingdom/Greater War must have a warranted PayPal deputy to the Exchequer for PayPal. This will insure a check & balance system regarding electronic funds. 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. PayPal supports the creation of subordinate user accounts & passwords so that individuals can process payments without having access to account settings. As the popularity of PayPal grows within an approved Kingdom, additional deputies will need to be warranted . (PP FP 2.)

3. The Kingdom/Greater War exchequer will complete a bank change form requesting to open a new account that is to be used specifically for PayPal funds. This checking account shall not be used for any other purpose. Once this Bank Change is approved by Corporate, the account will be opened. The initial deposit for this account should be no more than the minimum amount required by the financial institution. This is for security. Checks for this account may be needed; allow enough funds to purchase checks. Signatories on this bank account must follow Society Financial policy IV. Bank Account Identification and Structure.

Minimum signers should be Kingdom Exchequer, Kingdom PayPal deputy, and Kingdom Seneschal. (PP FP 3.)

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) this alias will be used as the email address of the PayPal account owner. The PayPal account owner must be the Kingdom/Greater War Exchequer. 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 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 approved Kingdom/Greater War exchequer will sign-on [www.PayPal.com](http://www.PayPal.com) to create a PayPal business account. Select Signup. Select Business Account. Follow the prompts and use the email alias created in #4 above. Create a secure, robust password (knowledge of the password is restricted to the Kingdom/Greater War exchequer and Society PayPal Deputy (must not be the event Autocrat). The Kingdom/Greater War exchequer is the account user (owner) that has the administrative access. 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 that 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 Tax ID number, will be needed. PayPal will want to see scanned bank statements to confirm that the SCA

group is the actual owner of the account. After the account is linked, PayPal will deposit two small (less than a dollar) amounts to the bank account; an authorized user of the account will need to get the amounts deposited by logging on to PayPal and entering the amounts to validate the linkage to the correct bank 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 amounts into the Kingdom PayPal checking 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 must be transferred from PayPal account to the Kingdom/Greater War PayPal checking account. The Kingdom/Greater War PayPal deputy will run event reports to verify 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. A Kingdom's PayPal policy must include provisions for issuing refunds; any such refund will be minus PayPal transaction fees.

When creating the Kingdom/Greater War PayPal template within the PayPal system add the following in the note to customer "Requests for refund of pre-event credit card payment (reservations, site, feast, or class fees, etc.) must be 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. 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 Here 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 of someone's credit card. Credit cards will not be keyed into the device.

Each 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 the login. Logins will be disabled within 24 hours after the close of the event. Training for swipers must be completed through the Kingdom PayPal Deputy in conjunction with the Society PayPal Deputy. (PP FP 9)

9.1. The approved Kingdom/Greater War 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 Here. (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 consistent.** Example: 2021 Winter Wonders, 2021 Spring Crown List, 2021 Spring Coronation, 2022 Winter Wonders, 2022 Spring Crown List.

- i. 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.
- ii. A button/link needs to be created on the event web page to send the customer to the event invoice request form.
- iii. The customer shall input: modern name, SCA name and membership number, email address only. There will be a drop down for the event available, then other dropdown menus for the length of stay and other offerings (cabin/tent, feast, etc.), member or nonmember fees.
- iv. Multiple individuals may be submitted on each invoice request. Then select submit, and the form is sent to the Kingdom PayPal Deputy email.
- v. The Kingdom PayPal Deputy (staff) logs into PayPal, and creates the invoice using the reservation information provided. The payment due date 7 days from the creation of the invoice. Add the event name/abbreviation to the memo area. This will be needed to complete reports.
- vi. The Kingdom PayPal Deputy (staff) will complete invoice, and PayPal sends the invoice to the customer's provided email address.
- vii. One the invoice, customer clicks on 'pay', this will connect to the PayPal website, and customers pay PayPal with the accepted credit card or their personal PayPal account balance.
- viii. PayPal sends an email receipt to the customer and a payment confirmation to the Kingdom PayPal Deputy.
- ix. The Kingdom PayPal Deputy sends the confirmation and original request to the Reservation Steward for the event.
- x. A reminder is sent by the Kingdom PayPal deputy to the customer the day before the invoice due date.
- xi. Invoices not paid within 7 days will be cancelled. PayPal will complete the transaction after the invoice has been paid.

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

- i. The PayPal deputy and/or Kingdom/Greater War Exchequer will ensure the event fees and event options are listed in PayPal Here. Example: camping, feast, etc.

- ii. Every PayPal staff member will need a Smartphone or tablet, (unless provided by the event) loaded with PayPal Here app, Internet connection (via either cellular or wireless ethernet, a hotspot, or a tethered smartphone), and a PayPal Here card reader (readers are described in #9 above). The PayPal Here credit card reader will be provided by the Kingdom PayPal Deputy or the Kingdom Exchequer.
- iii. The PayPal Staff member processing the payments will log onto PayPal Here via a unique-to-them log in identification, which the kingdom PayPal deputy has created. It is important to have the assistant try the login before their shift to ensure the login is activated correctly.
- 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. A transaction-reporting email will be sent to the Kingdom PayPal email address. If the reader allows for "tapped" the customer will tap their card.

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

- i. The PayPal deputy and/or Kingdom/Greater War Exchequer will ensure the submission fees PayPal Here. Example: Items Name, Device, Badge etc.
- ii. Every 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 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. A transaction-reporting email will be sent to the Kingdom PayPal email address. If the reader allows for “tapped” the customer will tap their card.

#### **10D. Reconciliation:**

- i. After the transaction is completed, the PayPal Staff will record the transaction on the appropriate spreadsheet. There will be separate spreadsheets for events, Heraldry, Donations. The Kingdom/Greater War PayPal account will be credited with the payment.
- ii. Separate transaction spreadsheets consisting of payee and amount event services, heraldry and or donations must be maintained. PayPal can create reports that can be exported to csv format or to pdf.
- iii. The Kingdom/Greater War PayPal Deputy will run event transaction report to verify funds collected prior to the event start. 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.
- iv. Post event, the PayPal Deputy will run event reports to verify total funds collected through PayPal Here. 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, the PayPal Deputy will run the report to verify total funds collected monthly 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 the donations report. They will 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. The attendee shall receive an email directly from PayPal stating their invoice has been cancelled for non-payment. 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 continue to 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)

