

# **Society PayPal Requirements**

**Revised: 03/25/2021**

To be considered for the use of PayPal for each Kingdom or Greater War:

1. The Kingdom/Greater War must be current on all reporting. This includes NMR reporting, NMR Payments, Background Check payments, QuickBooks invoices, Consolidated reports, and quarterly reports.
2. Additional financial reviews may be required to ensure the Kingdom/Greater War Financial office is in compliance with Society policies, rules and procedures. Further financial reviews may be required for any inter-Kingdom wars.
3. There must be an interview with the Society Exchequer, Society Exchequer Deputy, Society PayPal deputy and the Kingdom Exchequer regarding the Kingdom's ability to handle the extra workload and reporting. The Society and Kingdom Seneschals will be invited to attend. 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 Society Seneschal and Society Treasurer will be invited to the interview, attendance for Society Seneschal & Society is not required.
4. Once the Society Exchequer has approved the Kingdom's use of PayPal, the kingdom will be required to participate with online training to go over the rest of the requirements and procedures for using PayPal.
5. Failure to meet the deadlines for filing any of the required reports for more than two consecutive quarters will result in PayPal permission being withdrawn. The Kingdom will be allowed to complete the events in process.