

Credit Card **Guidelines**

Mobile Credit Card Readers

Credit card readers are becoming increasingly popular for small businesses to accept payments on the go and provide receipts via email or text message. The following guidelines are provided to enable troops to use mobile card readers to accept payment for cookies via credit cards.

GSWESTOK recommends the Square Mobile Card Reader, which comes with a free card reader, free software, and no monthly fees. The fees for use are 2.75% for all swiped cards. The Square Mobile Card Reader supports iOS and Android devices.

Important Considerations

Utilizing the Square Mobile Card Reader is optional. Troops considering the use of a card reader must decide if it will be beneficial to the girls' goals, or whether the fees will present a hardship. Fees are entirely the responsibility of the troop, and no additional cost may be passed on to the customer, as mandated by federal and state laws. Per federal law, your troop may set a minimum purchase amount, but it cannot be more than \$10.00.

Requirements for Use

- A registered, background checked approved adult volunteer must be tied to each account with their personal social security number, mailing address, date of birth and phone number.
- Approved signers on the troop bank account must oversee the credit card reader device. Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.
- The merchant account name for all accounts should read: GSWESTOK Troop #####. (Personal or business accounts may not be used).
- The troop bank account and email address must also be tied to the Square account for accurate payment processing. A list of all transactions must be submitted with the year-end Troop Financial Report by June 30.
- Troops may only accept swiped cards with live signatures from the customer.
- A signed copy of this form must be submitted to GSWESTOK product sales department.

Setup Information

Square provides device support, setup instructions, and troubleshooting advice via its website, <https://squareup.com/>. GSWESTOK is not responsible for and does not provide technical support for the Square Mobile Card Readers. Please contact Square for all related questions and issues relating to the use of their card readers. Transaction questions and disputes as well as bank deposit questions must be directed to Square support staff.

I have read and agree to follow the guidelines listed above.

Troop Account Signer #1

Print Name

Troop Account Signer #2

Print Name