



Administrative Policy # 2021-06

Accepted Payment Method

Purpose

The purpose of the policy is to determine the methods of payment that the Town of Digby will accept for the payment of tax and utility bills, fees, fines and other miscellaneous Town payments.

Payment Methods Accepted:

Cash, cheques, post-dated cheques, certified cheques, bank draft, debit cards, telephone banking and online banking. Electronic funds transfers, e-transfers, and pre-authorized debit payments are accepted in those circumstances where the Town offers this service. **Credit cards are not accepted.**

Currency

All payments are to be made in Canadian Funds. Should a payment denominated in US Funds be received, the Town shall accept the funds at par with any exchange gain recorded as miscellaneous revenue.

NSF Cheques

Should a payer's cheque or other form of payment be returned to the Town by the bank as NSF (non-sufficient funds) the payer shall be charged a \$25.00 service fee plus the bank service charge per NSF cheque. Should cheque(s) from the same payer be returned NSF on more than one occasion, the Town shall only accept payment by cash, certified cheques, bank draft, debit cards, telephone banking, online banking, e-transfers, and electronic funds transfer from that payer.

Repeal

This policy replaces and repeals Accepted Payment Method Policy #2014-02

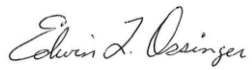
Clerk's Annotation for Official Policy Book

Date of Notice: **November 15, 2021**

Date of adoption: **December 6, 2021**

Policy effective date: **January 1, 2022**

I certify that this **Accepted Payment Method Policy** was adopted by Council as indicated above.



December 6, 2021

Clerk

Date