



**WEST VIRGINIA  
SECRETARY OF STATE**

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**ADMINISTRATIVE LAW DIVISION**

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OFFICE OF  
WEST VIRGINIA SECRETARY OF STATE

**FORM 6 -- NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY **Treasurer**  
RULE TYPE **Legislative** AMENDMENT TO EXISTING RULE **Yes** TITLE-SERIES **112-**  
RULE NAME **Procedures for Fees in Collections By Charge, Credit or Debit Card or by Electronic** **12**  
**Payment**  
CITE AUTHORITY **§12-3A-6**

HOUSE OR SENATE BILL NUMBER **4039** SECTION **§64-9-6(g)** PASSED ON **03/08/2014**

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE  
FOLLOWING DATE

**Tuesday, July 01, 2014**

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

**Yes**  
**Diana Stout -- By my signature, I certify that I am the person authorized to file legislative rules, in  
accordance with West Virginia Code §29A-3-11 and §39A-3-2.**



Title-Series: 112-12



Rule Id: 9170



Document: 25754

**TITLE 112  
LEGISLATIVE RULE  
STATE TREASURER'S OFFICE**

**SERIES 12  
PROCEDURES FOR FEES IN COLLECTIONS  
BY CHARGE, CREDIT OR DEBIT CARD OR BY ELECTRONIC PAYMENT**

**§112-12-1. General.**

1.1. Scope. -- This rule establishes the procedures for authorizing and implementing fees by state spending units to cover the cost of collection of moneys by charge, credit or debit card or by electronic payment.

1.2. Authority. -- W. Va. Code § 12-3A-6.

1.3. Filing Date. May 6, 2014.

1.4. Effective Date. July 1, 2014.

**§112-12-2. Definitions.**

2.1. "ACH" means automated clearinghouse, a national EFT network which enables participating financial institutions to distribute electronic credit and debit entries to accounts and to settle the entries.

2.2. "Card Issuer" means the financial institution issuing a charge, credit or debit card.

2.3. "Card Payment Service Provider" means an entity that accepts payment by charge, credit or debit card or electronic payment on behalf of a spending unit.

2.4. "Charge Card" means a card (usually plastic) issued for the purpose of obtaining money, property or services on credit, with the full balance due at the end of each statement period.

2.5. "Convenience Fee" means a fixed or variable rate charge assessed to a charge, credit or debit card or electronic payment to help defray the cost of processing a transaction.

2.6. "Credit Card" means a card (usually plastic) issued for the purpose of obtaining money, property or services on credit, with the full balance or minimum payments due at the end of each statement period. Interest is assessed on the unpaid balance.

2.7. "Customer" means any person or entity purchasing from a spending unit.

2.8. "Debit Card" means a card issued for the purpose of obtaining money, property or services with the amount charged directly to the holder's financial institution account.

2.9. "Discount Fee" means the charges assessed to the merchant on the total sale by charge, credit or debit card by a card issuer for accepting its card.

2.10. "Electronic Commerce" means the processing of transactions by electronic means, including, but not limited to, the telephone, IVR, POS terminal, internet and electronic payment.

2.11. "EFT" means electronic funds transfer.

2.12. "Electronic Payment" means an EFT, including, but not limited to, payment by ACH, ACH based electronic check and wire transfer.

2.13. "Financial Institution" means a state or national bank or a state or federal savings and loan association.

2.14. "Internet" means the computer-based global information system linking computer networks all over the world by satellite.

2.15. "IVR" means a telephone interactive voice response system.

2.16. "Merchant" means any state spending unit that accepts charge, credit or debit cards.

2.17. "Point of Sale Terminal" or "POS Terminal" means a device used for the primary purposes of transferring moneys to or from a financial institution account or segregating moneys in accounts within a financial institution, or both, for transactions, including, without limitation, devices used to implement and facilitate check guarantee and check authorization.

2.18. "Spending Unit" means any entity of the West Virginia state government for which an appropriation is requested or to which an appropriation is made by the Legislature.

2.19. "Transaction" means one electronic purchase or payment.

2.20. "Treasurer" means the West Virginia State Treasurer.

### **§112-12-3. General Information.**

3.1. Spending units shall use the methods provided by the Treasurer to accept payments.

3.2. Electronic commerce methods available from the Treasurer include, but are not limited to, telephone, IVR, POS terminal, internet, EFT and any other electronic payment method.

3.3. Governmental entities other than spending units may request to use the methods provided by the Treasurer to accept payments.

### **§112-12-4. Convenience Fees.**

4.1. The Treasurer may authorize the use of convenience fees unless use is prohibited by law.

4.2. The Treasurer shall set the amount of the convenience fees authorized.

4.3. The use of convenience fees shall follow the merchant rules established by card networks.

4.4. The Treasurer may contract with one or more card payment service providers.

### **§112-12-5. Request to assess and collect a convenience fee.**

5.1. Spending units may accept payment for electronic commerce and select the methods to use from the methods made available by the Treasurer.

5.2. A spending unit interested in accepting payments and payments with convenience fees for electronic commerce shall deal exclusively with the Treasurer, unless otherwise authorized by the West Virginia Code.

5.3. The spending unit shall complete an application provided by the Treasurer. The application shall require information on the spending unit, the nature of the proposed transactions, the goals and expectations of the spending unit and any other

information the Treasurer determines necessary. The spending unit shall ensure the application is signed by an authorized person and return it to the Treasurer.

5.4. The Treasurer shall review each submitted application.

5.5. The Treasurer shall approve a complete and timely application of a spending unit authorized to collect convenience fees. If the application is not complete or timely, the Treasurer may reject the application.

5.6. The Treasurer shall return a rejected application with an explanation of the reasons for rejection.

5.7. If the Treasurer determines alternative methods to the payment methods selected by the spending unit may be better suited to the activity, the Treasurer shall inform the spending unit of the alternative methods. The Treasurer shall provide only the methods selected by the spending unit.

#### **§112-12-6. Duties of Spending Units.**

6.1. The spending unit shall acquire the necessary computer system, software, and other matters required to process transactions.

6.2. For internet transactions, the website of a spending unit shall contain:

- (a) a complete description of the goods or services offered;
- (b) the returning merchandise and refund policy;
- (c) a customer service contact, including an electronic mail address and telephone number;
- (d) a statement that the transaction currency is US dollars;
- (e) any legal or other restrictions;
- (f) the policy on order fulfillment, including, but not limited to, delivery policy and practices;
- (g) re-direct services to re-direct customers to the Treasurer's payment gateway to select the method of payment and execute the payment. The spending unit shall also develop the "front end" website that will connect to the Treasurer's payment gateway;
- (h) the privacy policy approved by the Treasurer;

(l) an opt-in system for customers to receive mail, electronic or regular US mail, that only retains information provided by a customer that has authorized maintenance of that information;

(j) a guarantee to not sell or share the names and addresses of customers unless specific authorization is granted in the West Virginia Code;

(k) appropriate security controls; and

(l) a conspicuous disclosure of the nature and amount of the convenience fees.

6.3. The spending unit is responsible for all discount and other fees and amounts assessed or charged for providing the selected methods of receiving payment.

6.4. The spending unit shall not store charge, credit or debit card or electronic payment account numbers. The only authorized use of a charge, credit or debit card or electronic payment is to process an authorized transaction. At most, a spending unit may have non-persistent cookies to ensure confidential information is not stored.

6.5. The spending unit shall deposit all convenience fees it receives in an account in the State Treasury. The spending unit shall expend the convenience fees received to defray the costs of providing internet services, to pay charge, credit or debit card fees and to make electronic payments to customers.

6.6. The spending unit shall reconcile receipts with the amounts reported.

### **§112-12-7. Treasurer's Duties.**

7.1. The Treasurer shall:

(a) provide the training and assistance needed for a spending unit to accept payments for electronic commerce;

(b) provide a list of the type of approved methods to accept payment for electronic commerce and make the methods available for use by spending units;

(c) obtain merchant account numbers for spending units authorized to collect payments for electronic commerce; and

(d) test the acceptance process prior to implementing the acceptance of payments.

7.2. The Treasurer may audit the spending units web site as needed.

7.3. The Treasurer may assess or require the assessment of the system security of the spending unit at any time.