



**WEST VIRGINIA
SECRETARY OF STATE**

MAC WARNER

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 **Procedure 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 **2219** SECTION **§64-9-20** PASSED ON **04/08/2017**

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

Thursday, June 01, 2017

THIS RULE SHALL TERMINATE AND HAVE NO FURTHER FORCE OF EFFECT FROM THE
FOLLOWING DATE

Wednesday, June 01, 2022

**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: 10246



Document: 49297

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 1, 2017.

1.4. Effective Date. – June 1, 2017.

1.5. Sunset Provision. – This rule shall terminate and have no further force or effect on June 1, 2022.

§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 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 techniques, including, but not limited to, the telephone, IVR, POS terminal, internet, electronic payment, virtual terminal and online transaction processing.

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, wire transfer and online transaction processing.

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 the use of internet protocol suite (TCP/IP).

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. "Service 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.

2.19. "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.

2.20. "STO" means the West Virginia State Treasurer's Office.

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

2.22. "Treasurer" means the West Virginia State Treasurer or his or her designee from the Treasurer's office.

2.23. "Virtual Terminal" means a web-browser based access to an acquirer, processor or third party service provider website to authorize payment card transactions where the merchant manually enters payment card data via a securely connected web browser. Unlike physical terminals, virtual terminals do not read data directly from a payment card.

§112-12-3. General Information.

3.1. Spending units shall use the methods provided by the Treasurer to accept payments, including payments by electronic commerce with convenience or service fees, unless the spending unit is authorized by the West Virginia Code to use other methods.

3.2. Electronic commerce methods available from the Treasurer include, but are not limited to, telephone, IVR, POS terminal, EFT, virtual terminal, online transaction processing, 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.

3.4. To accept payments, a spending unit shall provide all information the Treasurer requests and fully complete all STO required forms and an authorized officer of the spending unit shall execute STO required agreements.

3.5. The Treasurer shall review each submitted request and agreement. If the Treasurer determines the requested payment methods are appropriate and all required forms are complete, the Treasurer shall authorize the spending unit to use the payment methods requested. If the Treasurer determines the requested payment methods are not appropriate, alternative methods would be better or the required forms are not complete, the Treasurer shall inform the spending unit and work with the spending unit to meet its needs.

§112-12-4. Convenience Fees or Service Fees.

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

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

4.3. The use of convenience fees or service fees shall follow the merchant rules or regulations established by card brands.

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

§112-12-5. Duties of Spending Units.

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

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

5.2.a. a complete description of the goods or services offered;

5.2.b. the returning merchandise and refund policy;

5.2.c. a customer service contact, including an electronic mail address and telephone number;

- 5.2.d. a statement that the transaction currency is US dollars;
 - 5.2.e. any legal or other restrictions;
 - 5.2.f. the policy on order fulfillment, including, but not limited to, delivery policy and practices;
 - 5.2.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;
 - 5.2.h. the privacy policy approved by the Treasurer;
 - 5.2.i. 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;
 - 5.2.j. a guarantee to not sell or share the names and addresses of customers unless specific authorization is granted in the West Virginia Code;
 - 5.2.k. appropriate security controls; and
 - 5.2.l. a conspicuous disclosure of the nature and amount of the convenience fees.
- 5.3. The spending unit is responsible for all discount and other fees and amounts assessed or charged for providing the selected methods of receiving payment.
- 5.4. 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.
- 5.5. The spending unit shall deposit all convenience fees and service fees it receives in an account in the State Treasury. The spending unit shall expend the convenience fees or service 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.
- 5.6. The spending unit shall reconcile receipts with the amounts reported.
- 5.7. The spending unit shall comply with all regulations, certifications and all other matters required by the card industry to accept charge, credit or debit cards.
- 5.8. For other means of charge, credit or debit card transactions, including, without limitation, POS terminal and other devices, the spending unit shall maintain:
- 5.8.a. appropriate security controls and security updates and
 - 5.8.b. current equipment.

§112-12-6. Treasurer's Duties.

6.1. The Treasurer shall:

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

6.1.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;

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

6.1.d. test the acceptance process prior to implementing the acceptance of payments.

6.2. The Treasurer may audit the spending unit's web site as needed.

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