



Hillsborough County Vendors:

As a valued business partner with Hillsborough County, we are extending an invitation for you to participate in our ePayables solution. It is one of two electronic payment solutions that will permit us to convert check payments to electronic payments; ePayables via a VISA credit card account and ACH via direct deposit to your bank, thereby reducing costs and inefficiencies associated with paper, improving cash flow and reducing paperwork. ePayables payments will be processed via a credit card and merchant services fees will apply. We believe that are a win-win for both of us! Participation does not require any changes to your current invoicing procedures.

If you wish to sign up, please complete the enclosed ePayables Enrollment Form. You must indicate your preferred method of receiving the remittance advice information - either by e-mail address(es); or fax number, but not both. The form may be submitted by fax or mail. Once your enrollment form is entered into our system, you will be contacted by a representative of Hillsborough County who will provide you with your unique VISA card number and associated information.

The following table represents the available payment options:

Method	Source	Fee	Remittance/Notice
Check	Paper	None	Stub (invoice # and amount)
ACH (Direct Deposit) ¹	Electronic (bank)	None	Email (invoice # and amount)
ePayables	Electronic (credit card)	Merchant services fee ²	Email or Fax (invoice # and amount)

¹Vendor's bank account information will remain confidential to the extent provided by law and necessary to make ACH payments via direct deposit.

²Merchant services fees are determined by the vendor's agreement with their Merchant Bank. Fees are generally up to 3%.

We are very pleased to make these opportunities available to you and hope that you will take advantage of the ease, convenience and savings available with either payment solution.

Sincerely,

Mike Merrill
County Administrator

Pat Frank
Clerk of the Circuit Court

TERMS AND CONDITIONS FOR ePAYABLES ELECTRONIC PAYMENT SOLUTION PARTICIPATION

Please Read This Carefully

The tax identification and credit card account information will remain confidential to the extent provided by law. Failure to provide the requested information will affect the processing of this form and will likely prevent payments being made through the VISA credit card account. Payees who are not active vendors in the County's financial system must also submit a Hillsborough County Substitute W-9.

This form authorizes Hillsborough County or its agent to send a remittance advice to payee as the means to advise that payment can be processed on the credit card account. This authority will remain in effect until cancelled in writing.

Enrollment

When enrolling in the ePayables electronic payment solution, the payee agrees that all accounts receivable payments by the Hillsborough County Board of County Commissioners will be made using the Hillsborough County issued VISA credit card account. For purposes of the Local Government Prompt Payment Act, Chapter 218, Part VII, Florida Statutes, the payee agrees that payment on any particular claim by Hillsborough County has been made when the payee has been authorized to withdraw funds due and owing to the payee without regard to when the funds are actually drawn.

Signee acknowledges that merchant service fees¹, are associated with enrollment and that payments accurately distributed may not be reversed. However, the vendor may opt out prospectively as outlined below.

¹Merchant services fees are determined by the vendor's agreement with their Merchant Bank. Fees are generally up to 3%.

Cancellation

This authorization remains in effect until cancelled by the payee through written notice on payee's letterhead to the Clerk of the Circuit Court at the address below. The person signing the cancellation request should be authorized to submit this request on behalf of the payee. If once enrolled, the payee requests to opt out, payee will no longer be eligible to re-enroll in the ePayables electronic payment solution for a minimum of twelve (12) months.

Hillsborough County and the Clerk of the Circuit Court expressly reserve the right to discontinue the ePayables electronic payment solution at any time.

Violation of these terms and conditions may result in the termination of payee's participation in ePayables.

Changing Receiving Remittance Advice

The payee may change the method of receiving a remittance advice, add or delete e-mail addresses or change fax number. A payee may elect to receive the remittance advice by email or fax but not both. To effect this change, notification of the change must be made in writing to the Clerk of the Circuit Court by the payee, or an authorized representative at the below address. Neither the Clerk of the Circuit Court nor the Board of County Commissioners will be responsible for any loss that may arise solely by reason of error, mistakes or fraud regarding information provided in this ePayables Enrollment Form.

False Statement or Fraudulent Claims

Anyone who misrepresents or falsifies essential information to receive payment may, upon conviction, be subject to fine and imprisonment under applicable Federal and State laws. Federal law provides a fine or imprisonment for not more than five (5) years, or both, for presenting a false statement or making a fraudulent claim.

Mail completed form (ePayables Enrollment Form and Terms and Conditions) to:

Clerk of the Circuit Court
County Finance
P.O. Box 1110
Tampa, FL 33601-1110

FAX submission:
813.276.2257