

Troop/Group/Service Unit Guidelines for Third Party Payment Services

1. Troops/groups/service units can use payment services such as PayPal, Venmo, CashApp and Cheddar Up for volunteer and parent transactions.
2. Troops/groups/service units should read the provider's terms and conditions and know that they are opting into their service at the troops/service unit's discretion and risk.
3. If troops/groups/service units choose to use an outside card payment service, the only account that should be attached is the troops/groups/service unit's bank account. Personal bank accounts, credit cards or debit cards should not be attached.
4. Troops/groups/service units cannot charge customers transaction fees. Any fees incurred are the responsibility of the troop/group/service unit. Familiarize yourself with the service provider's transaction types and related fees.
5. Troops/groups/service units using PayPal should instruct volunteers and parents to use the "friends and family" option, so that they won't be charged a fee. Other payment services may have a similar option as well.
6. Troops/groups/service units must keep appropriate documentation and be explicit in the notes when sending money through a service provider. For example, money being collected for an event such as World Thinking Day should include the following information in the transaction description, based on if it is for a troop or service unit:
 - Service Unit Event: World Thinking Day - Girl/Adult Name – Troop #####
 - Troop Event: World Thinking Day – Girl/Adult Name
7. Troops/groups/service units cannot use these payment services for product program transactions with customers because it violates the user agreements and can be risky. Product Program recommends Digital Cookie for card payments for product program transactions with customers because it is integrated into our Cookie Program and is free of fees.
8. Transactions through card payment services must be troop/group/service unit related. There should be no personal transactions made through the account. Some examples of transactions include troop dues, event fees and payment for uniforms.
9. All current, approved troop/group/service unit bank account signers should also have access to the outside card payment service that was set up for troop/group/service unit use.
10. Troop/group/service unit treasurers should make the transaction transfers to the troop/group/service unit accounts. They are the account managers and are responsible for reporting.
11. Please be transparent when using these types of payment services. Troop/group/service unit treasurers should make transaction details for third party payment services available when requested by volunteers, parents or council staff.

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12. As a best practice, we recommend transferring funds from a third-party payment service to the troop/group/service unit account based on activity rather than transferring all funds at once. For example, a troop can transfer all funds that were submitted for troop dues in one transaction. The troop would then transfer all funds that were submitted for an event in a second transaction. These deposited amounts can then be tracked more accurately for troop and service unit financial reporting and can be reconciled against event rosters and receipts.
13. Receipts are required for exchange of funds or products. When paying through a third-party payment service, the bank or credit card statement should have the transaction detail and can take the place of a physical receipt.
14. Troop/group/service unit that utilizes a third-party payment service may receive a 1099-K from the Internal Revenue Service if the total amount paid to the troop/group/service unit is greater than \$600 in a calendar year. No action needs to be taken by the volunteer if guidelines above are followed.