



Memo

To: Mayor and Members of the Board of Aldermen

From: Joan Evans

Date: Friday, March 3, 2023

Re: Merchant Application for Payment Services through CSG Forte, Inc. - CivicRec

Electronic payment processing will be an integral part of the CivicRec online platform that is being set up for Parks and Recreation's registration and scheduling needs. Payment processing is a specialized service that is integrated into billing platforms.

Since the City already has an agreement in place with the payment processor CSG Forte, Inc. for our utility billing, we request that the Board approve the City's application for an additional merchant ID under that agreement, to be used for the CivicRec program. Transaction costs will be covered by the payee with no additional cost to the City of Jackson.