

#### 4.7.1 GUIDELINES FOR IMAPS CHAPTER ON-LINE CREDIT CARD PROCESSING

IMAPS Chapters are offered a fee-based service to utilize IMAPS On-Line Credit Card Processing for its meetings, symposia conferences, and other activities. This service is being offered by IMAPS as a way to allow chapters the ability to accept electronic payments.

Each chapter is responsible for covering any and all credit card and administration fees, charged by our service provider.

- Domestic Chapters of IMAPS will be charged 3% of the total amount collected for on-line event revenues.
- Affiliate Chapters of IMAPS will be charged 5% of the total amount collected for on-line event revenues.

These fees will be deducted from the payments made to chapters by IMAPS. IMAPS recommends that each chapter incorporate these costs into its respective attendee registration fees.

The chapters need to notify IMAPS, on an event basis, of its intent to use the On-line Credit Card Processing. Each chapter will need to follow the policies and instructions below.

1) The chapter provides IMAPS complete registration details pertaining to the event. This information could include – required attendee information (name, company, etc...), registration fees, registration cut-off dates, etc... All Registration Fees must be indicated in US Dollars since IMAPS service provider deposits funds in US Dollars. All event registration forms will reside on the IMAPS website – [www.imaps.org](http://www.imaps.org), with IMAPS providing each chapter a link for each event.

2) The chapter provides instructions to IMAPS regarding the distribution of funds via wire transfers (fee for this service based on or checks. This information should include – bank transfer information, mailing address for check payments, name to appear on check, schedule for payouts to chapter, etc... Each chapter will be responsible to cover any bank fees incurred during the distribution of funds.

3) The chapter provides instructions on the distribution of electronic registration forms. This information should include – one (1) contact name and email address to receive all electronic forms. Forms will be distributed to this single contact as they arrive at IMAPS.

4) After the conclusion of the event, IMAPS will provide a reconciliation of all funds. This reconciliation will include all income, credits, fees, and disbursements related to the activity. Staff will prepare the final reconciliation within fifteen (15) days of the conclusion of the event.

North American, Student and Affiliate Chapters should contact IMAPS staff (Membership and Public Relations Manager) to utilize this benefit.