

# City of Melbourne



Finance Department Fax (321) 608-7048  
900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7011 • Fax (321) 608-7048

## The City of Melbourne, Florida is Paying Bills With Visa

This will mean faster payments for you!

The City of Melbourne, Florida has rolled out a new strategic initiative to pay our bills with Visa. We understand that you accept Visa. Please forward via fax, to (321)608-7048, the name and contact info of your Accounts Receivable person who will accept the emails regarding our Visa payments. If Point of Contact person or email address below changes you must notify me ASAP in order for you to consume payment.

**VERY IMPORTANT NOTE: For the benefits of card acceptance as a participating vendor, an interchange fee will be applied by Visa.**

POINT OF CONTACT PRINTED NAME: \_\_\_\_\_

HER/HIS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

HER/HIS EMAIL ADDRESS: \_\_\_\_\_

YOUR COMPANY NAME: \_\_\_\_\_

ARE YOU ABLE TO KEEP CREDIT CARD INFO IN A SECURE PLACE? Yes/No

Approving persons PRINTED NAME \_\_\_\_\_,

SIGNATURE \_\_\_\_\_, and TITLE \_\_\_\_\_ is reqd.

**NOTE: (This person MUST be someone other than the POC.)**

Questions or concerns, please call me directly, (321) 608 7026.

Sincerely,

A handwritten signature in cursive script, appearing to read 'M. Kinsman'.

Mona Kinsman  
Accounts Payable Supervisor

**Ensure the Point of Contact person is aware of the  
5 Step Process!**

ACCEPTING PAYMENTS VIA YOUR VISA CARD

*Here's how it works. . .*

STEP 1. You will continue mailing your invoices to us.

STEP 2. We'll order a credit card for your company. We'll call your designated Point of Contact (POC), giving her/him the c/c no#, pin and authorization no#. **Keep this info in a safe, secure place.**

STEP 3. Your POC will receive an email from [cardtechservices@suntrust.com](mailto:cardtechservices@suntrust.com) referencing the invoice(s) and amount(s) at the time of our payment to you.

Note: If you have questions about the contents of the email/transaction amounts, call me **PRIOR** to consuming payment.

At the same time your VISA card is loaded for that total amount.

STEP 4. Your POC will consume the total transaction as one payment. **(Note: It's very important that the payment is consumed as ONE transaction for the total amount within 3 days.)**

STEP 5. After consuming payment, your VISA card will be at a ZERO balance until your next received email referencing other invoices/total transaction amount.

It's that easy!