

Dear Sir or Madame;

Please accept this letter as our request that a merchant account with Base Commerce be opened on behalf of the Municipality in order to facilitate the collection of tax payments in concert with City Hall Systems. This account will remain open and functional until Base Commerce is instructed by the Municipality to close (terminate) this account.

The Municipality hereby agrees to repay to Base Commerce, upon demand, any credit or debit card payments which are charged back (revoked) by the card holder.

Please utilize the following information in configuring this merchant account:

Legal Municipality Business Address: P.O. Box 119, 401 Middle Road, Chilmark, MA 02535

Federal Tax Identification Number:

Primary Municipality Contact:

Name:	Melanie Becker
Email:	mbecker@chilmarkma.gov
Phone:	508-645-2106

Settlement Bank Name:

Settlement Bank Routing Number:

Settlement Bank Account Number:

I hereby authorize Base Commerce to initiate electronic credit deposits to the account indicated above for card settlements due to the Municipality and to debit that account for any refunds or reversed payments.

We also hereby confirm that City Hall Systems will be responsible for any costs or fees associated with the merchant account and that the Municipality will not be billed for processing fees by Base Commerce.

Sincerely,

Tim Carroll, Executive Secretary
Town of Chilmark, MA