

EPAYABLES

The Pinellas County ePayables credit card payment program is a convenient payment option provided in connection with Bank of America. The County will remit payments through an issued ghost (non-physical plastic) Visa credit card number. Funds are typically deposited within a few business days from invoice approval.

To participate in the program, your company must be able to accept credit card payments through merchant services. When payment is authorized, you will receive an automated email notification with invoice number(s), invoice date(s), and payment amount(s). To deposit funds into your account, input the Visa card number on your credit card point of sale (POS) terminal for the full payment amount authorized. The card will return to a zero balance until the next payment is issued.

Upon registration a secure welcome email will be sent with a 16-digit account number and expiration date. Payment confirmation will be remitted via email. Please select your preferred email notification option:

1) Default email notification: vendor keeps 16-digit account number on-file

A 16-digit account number will be issued upon initial ePayables enrollment. Once a payment has been applied, an email notification is sent with the last 4-digits as payment confirmation. The County will provide the 3-digit CVV code if needed.

2) Secure email notification: vendor does not keep 16-digit account number on-file

Once a payment has been applied, a encrypted secure email notification is sent with the full 16-digit account number and expiration date as payment confirmation. The County will provide the 3-digit CVV code if needed.

3) Does your company require a 3-digit CVV for credit card processing? Yes No

ePayables Supplier Enrollment Information

Company merchant name:

Remittance address:

City:

State:

Zip code:

ePayables contact name:

Title:

Phone:

Remittance email(s):

**AR/Receivables Department email or designated person to process card transaction payments*

**Standard merchant fees apply, and may be negotiable through your merchant (if applicable). Pinellas County does not charge to participate in this program, and credit card transaction fees cannot be passed on to the County.*

Please contact Natalie Ryburn, Purchasing Systems Coordinator, for questions or further assistance.

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