

Arapahoe High School Band Boosters Credit Card Payment Information

Arapahoe Band Boosters has entered into an arrangement with FirstBank to accept VISA/MASTERCARD credit cards (sorry, no Discover, American Express or debit cards).

The following requirements for credit card transactions have been reviewed and approved by the ABB Board of Directors:

1. A \$15 one-time file set-up & administration fee will be charged to allow for partial recovery of ABB's equipment costs.
2. An ABB treasurer will set up a file for each family wishing to effect credit card transactions. This file must contain the following:
 - You need to complete, sign and deliver the credit card "application" form (on website in pdf format) -- you can mail it to ABB, P.O. Box 2612, Littleton, CO 80161-2612; or email it to treasurer@arapahoebandboosters.com.
 - A photocopy of the cardholder's Colorado Driver's License, and a photocopy of the front and back of the credit card.
 - If at all possible, we would like to obtain a carbon imprint of your card to be kept in the ABB file.
3. The costs associated with the charge transaction will be added to the amount charged to your credit card account.

There is a small per-transaction fee, and FirstBank assesses a percentage of the charge amount. The transaction fee and the bank charge vary according to the type of transaction as described below:

- **ETC – Electronic Ticket Capture:** You bring your card to the credit card terminal where we will swipe it and print a paper ticket that you then sign.

Transaction fee: \$0.38 Bank Charge: 2.07% of the amount charged.

EXAMPLE: A \$250 charge then becomes a \$255.56 charge to your credit card account, of which ABB receives \$250.00 and the bank retains \$5.56.

- **MOTO – Mail Order/Telephone Order:** You provide credit card information to our treasurer or bookkeeper who then processes your charge remotely without your card being present or you signing a paper ticket.

Transaction fee: \$0.44 Bank Charge: 2.75% of the amount charged.

EXAMPLE: A \$250 charge then becomes a \$257.32 charge to your credit card account, of which ABB receives \$250.00 and the bank retains \$7.32.

Email us at treasurer@arapahoebandboosters.com with questions or to arrange a credit card transaction.