

# PayPal Requirements

Revised: 10/24/15

To be considered for the use of PayPal for each Kingdom:

1. The Kingdom must be current on all reporting. This includes NMS reporting and quarterly reports.
2. Additional financial reviews may be required to insure the Kingdom Financial office is in compliance with Society policies, rules and procedures. Further financial reviews may be required for any inter-Kingdom wars.
3. There must be an interview with the Society Exchequer and the Kingdom Exchequer regarding the Kingdom's ability to handle the extra work load and reporting. The Society and Kingdom Seneschals will be invited to attend. The interview will focus on the reporting requirements and to assess the Kingdom's ability to handle the additional requirements and work involved with PayPal.
4. Once the Society Exchequer has approved the Kingdom's use of PayPal, the kingdom will be required to participate with online training to go over the rest of the requirements and procedures for using PayPal.
5. The Kingdom must have a single, Kingdom level business bank account solely for PayPal funds. This account cannot be used for any other purpose. The Kingdom Seneschal, Kingdom Exchequer and the Kingdom PayPal Deputy must be signatories on the account. (See Society Financial Policy sections IV & V concerning bank accounts).
6. Anyone handling PayPal reservations or taking payments at the door MUST show proof of current SCA membership and be at least 18 years of age (per Society Financial Policy and PayPal Policy).
7. There must be a Kingdom Exchequer deputy for PayPal.
8. Once the Kingdom has received approval to use PayPal, Kingdom financial policy must be updated to include PayPal usage.

9. There must be a unique email address for PayPal that the Kingdom Seneschal, Kingdom Exchequer & the Kingdom PayPal Deputy have access to. This email account is strictly for PayPal. example: [kingdompaypal@gmail.com](mailto:kingdompaypal@gmail.com) The Kingdom PayPal Deputy, Kingdom Exchequer and Kingdom Seneschal must have their own unique login credentials, and at least two of these officers must have full administrative rights.
  
10. Reporting consists of Kingdom Account quarterly reports, NMS monthly reports and Domesday reporting. Failure to meet the deadlines for filing any of the required reports for more than two consecutive quarters will result in PayPal permission being withdrawn. The Kingdom will be allowed to complete the events in process.