

NSMHA – Square Terminal / Debit/Credit Machine User Agreement

NSMHA maintains a Square Terminal for obtaining credit/debit payments for our fundraisers and tournaments. All funds acquired through the Square Terminal are directly deposited into the NSMHA account. As of November 2024, processing fees are 2.5% on credit cards and 0.75% + 7 cents on debit transactions (subject to change as per Square agreement).

To obtain use of the Square Terminal for fundraising or tournament purposes, the below user agreement must be signed by the fundraising/tournament coordinator, NSMHA Treasurer, NSMHA Secretary. All user requests and signed agreements must be emailed to treasurer.nsmha@gmail.com, secretary.nsmha@gmail.com and nsmha.president@gmail.com.

The NSMHA Treasurer will provide a report of all funds obtained during the dates provided below less any applicable transaction fees. The funds (less the transaction fees) received during the period stated below will be deposited into the user/team account within 2-5 business days. The user/team agrees to return the Square Terminal to the NSMHA Treasurer or NSMHA Secretary immediately following the dates of use.

Full Name of User: _____

Contact Phone Number: _____

Contact Email: _____

Date(s) Square Terminal will be used: _____

Team / Event: _____

Description of Use: _____

By signing below, the user stated above agrees to operate and manage the Square Terminal according to NSMHA policies and procedures and code of conduct. Any misuse or damage of the Square Terminal will be the responsibility of the user. The value to replace the Square Terminal is \$450.00 to be paid by the user should the Square Terminal be lost or returned damaged. The user agrees that all applicable fees for use of the Square Terminal will be deducted from the funds received during the period of use. The user agrees to return the Square Terminal immediately following the dates of use provided above.

_____ User Signature	_____ NSMHA Treasurer Signature	_____ NSMHA Secretary Signature
Date: _____	Date: _____	Date: _____

Tournament Coordinator USE ONLY:

If you prefer a list of items to be added to the Square Terminal, please outline the details below including the set price of each item or if it is a variable price (such as silent auction items).

**It is recommended to include a CREDIT CARD FEE (i.e. \$2.00 per transaction) to be applied to all credit card transactions to ensure processing fees are covered.

Item No.	Description	Set Price Amount or Variable
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		