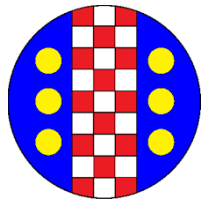




# PAYPAL AT THE DOOR AUTHORIZATION REQUEST

Financial committee of the local group needs to verify that the local group is supportive of using PayPal, and that the revenue received will be minus the transaction fee.



**Per Kingdom Financial Policy, group must be up-to-date on all Financial Reporting in order to use PayPal.**

## PLEASE FILL IN THE BOXES THAT APPLY TO YOUR EVENT

Name of the Event			
Date of the Event		Name of Host Group	
Seneschal's Legal Name		Seneschal's Email	
Exchequer's Legal Name		Exchequer's Email	
Exchequer's Phone #		Exchequer's Address	

☞ ↑ Where to send the check ↓ ☞

List of people that need to be set up to swipe credit cards via PayPal at the gate.

(Must be a paid member and at least 18 years of age per PayPal Agreement. Do NOT use an email address already linked to another PayPal account.)

Legal Name	Member #	Exp. Date	Phone #	Email Address

## PLEASE USE MEMBER RATES FOR ADULTS & FILL IN THE BOXES THAT APPLY TO YOUR EVENT

*-\$5 NMR will be added for Non-Members with Non-Discounted Rates*

Adult Member Rate (      years old & ♂ )		Family Cap, Site	
Youth Member Rate (ages      to      )		Family Cap, Site & Feast	
Child Member Rate (ages      to      )		Merchant Rate	
Feast Rate		RV Camping Rate	
Lunch Rate		Other:	

Date of approval by group Financial Committee: \_\_\_\_\_

Seneschal: \_\_\_\_\_  
(Printed Legal Name) (Signature)

Please email this form to: the Kingdom PayPal Deputy at [PayPalDeputy@outlands.org](mailto:PayPalDeputy@outlands.org) & the Kingdom Exchequer at [Exchequer@outlands.org](mailto:Exchequer@outlands.org)



KINGDOM EXCHEQUER USE ONLY			
Form received on		Approved PayPal Swipers in PayPal on	
Approved Authorization on		PayPal Users/Swipers Warranted on	<i>(after training is complete)</i>

KINGDOM PAYPAL DEPUTY USE ONLY		
Event ID #	Assigned on	
PayPal Users/Swipers added to Zettle & PayPal on	<i>(email KExch to confirm new users)</i>	
PayPal swiper training completed on	<i>(no more than 30 days from the event)</i>	

AFTER ACTION INFORMATION TO BE ENTERED BY KINGDOM PAYPAL DEPUTY			
PayPal sign-in sheet received from group on		Authorized to release check on	
Final report reconciled on		Check mailed to group on	
Authorized to transfer funds to PP bank account on		Check #	

Kingdom PayPal Deputy:	Legal Name:	
	Phone #:	
	Email Address:	<a href="mailto:PayPalDeputy@Outlands.org">PayPalDeputy@Outlands.org</a>

Please email a copy of this completed form to: [exchequer@outlands.org](mailto:exchequer@outlands.org) & the **Group Exchequer** for each event.