



STATE OF NEVADA  
OFFICE OF THE STATE TREASURER

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## **ELECTRONIC PAYMENT ACCEPTANCE INVOICES**

### **Wells Fargo Gateway Fees:**

The State Treasurer's office (STO) will now pay the gateway associated fees as part of the general banking/electronic payment acceptance contract.

### **Wells Fargo Electronic Payment Acceptance Invoices:**

- STO distributes invoices to agencies by the 3rd week of each month.
- Invoices include processor transaction fees, card type assessment fees and interchange fees.
- The State Treasurer's Office will process a payment voucher for remittance of this invoice on the last business day of each month in accordance with the coding provided by each office/agency.
- To reconcile your invoice, agencies must download their Monthly Statement from ClientLine.
- Each agency's fiscal staff has access to ClientLine, where merchant fees can be reviewed.

### **Downloading your Monthly Statements from ClientLine Option 1**

- 1) From the ClientLine home page click on the "Card Processing Statements" link on the middle right side
- 2) Click the "Merchant Lookup" button
- 3) Enter your MID under the Hierarchy ID and click "Search"
- 4) Click on the account that you are pulling a statement for and click "Select"
- 5) Click on the year and this will give you all available statements
- 6) Repeat for any additional locations

### **Downloading your Monthly Statements from ClientLine Option 2**

- 1) From the ClientLine home page click the Applications dropdown and select "ClientLine Reporting"
- 2) Click the "Funding" dropdown menu and select "Monthly Statement"
- 3) Enter your MID under the Hierarchy ID and enter a date range then click Submit
- 4) Click on the monthly statement that you need and click "Get Statement"
- 5) Repeat for any additional locations

**\*\*\* Reminder: The State of Nevada is always invoiced 60-days in arrears. For example, you will receive your April invoices/statements with March activity in May. See page 2 of this document for examples.**



**TIP: The Reporting Dashboard and Funding Reports in First Data's ClientLine web application are the best resources for viewing and reconciling these fees/charges. For access to ClientLine, please contact [ostcredit@nevadatreasurer.gov](mailto:ostcredit@nevadatreasurer.gov).**

## ELECTRONIC PAYMENT ACCEPTANCE INVOICE EXAMPLES

### Wells Fargo Monthly Invoice:

<b>State of Nevada</b>						
Chain No: 485960153						
Report Date Range: January 2016						
Invoice Number: xxxxxx12345						
<a href="#">Index</a>						
<b>This report contains fee amounts for Mar 2016</b>						
Double click the fee category (i.e. Assessment Fee, Interchange Charges, Other Fee) to drill down into fees contained within the respective category.						
Sum of Amount	FeeCategory	Fee				
		Assessment Fee	Interchange Charges	Other Fees	Service Charges	Grand Total
Account						
Agency Name - XXXXXXXX4994		\$20.01	\$355.29	\$24.38	\$7.08	\$406.76
Agency Name - XXXXXXXX2994		\$75.86	\$986.77	\$56.17	\$21.21	\$1,140.01
Grand Total		\$95.87	\$1,342.06	\$80.55	\$28.29	\$1,546.77

\*\*To drill down further into the invoice details to see a breakdown of the charges, you can click on the "+" next to Assessment Fee, Interchange Charges, Other Fees and Service Charges. Descriptions of these charges are shown below.

<b>Assessment Fee</b>					
F242 - MASTERCARD ASSESSMENT FEE		F244 - VISA ASSESSMENT FEE DB		F6AC - DISCOVER DUES/ASSESSMENT FEE	
	\$4.04		\$15.04		\$0.93
	\$22.77		\$48.87		\$4.22
	\$26.81		\$63.91		\$5.15
<b>Interchange Charges</b>					
F04G - VISA MISUSE OF AUTH FEE		F04H - ACQUIRER PROCESSOR FEE CREDIT		F04J - ACQUIRER PROCESSOR FEE DB/PP	
	\$0.14		\$1.81		\$1.40
	\$0.09		\$4.02		\$5.02
	\$0.23		\$5.83		\$6.42

**Assessment Fee:** pass-through fees from card brands (Visa, MasterCard, Discover and American Express) for acceptance of their cards

**Interchange Charges:** variable percentage-based processing fees charged by the card brands

**Other Fees:** transaction-based and/or fixed amounts charged for specific card processing services, such as fees charged by Wells Fargo and "Other fees" that can include terminal billing, fees for PCI non-compliance, chargeback fees, communication cost address verification fees, international processing fees and miscellaneous adjustments

**Service Charges (Discount Rate):** amounts charged to authorize, process and settle card transactions

**Year to Date (YTD) Recap:**

<b>State of Nevada</b>					
<b>Chain No:</b> 485960153					
<b>Report Date Range:</b> January 2016 - March 2016					
<b>Report Run Date:</b> 4/5/2016					
<a href="#">Index</a>					
				<b>Gross Sales</b>	
Month	Chain	ChainDBA		<b>TOTAL</b>	<b>T</b>
Jan 2016	XXXXXXXXX2994	Agency Name		\$ 107,571.00	\$
Feb 2016	XXXXXXXXX2994	Agency Name		\$ 94,310.00	\$
Mar 2016	XXXXXXXXX2994	Agency Name		\$ 129,145.25	\$