

County New Payment Method Risk Review Form

Required for all new payment options before implementation

Basic Information

Date of Review: _____

Requesting Department: _____

Department Head Signature: _____

Proposed Payment Method:

- ☐ Online portal/website
- ☐ Mobile app
- ☐ Phone payment system
- ☐ In-person card reader/terminal
- ☐ Automated kiosk
- ☐ Other: _____

Services to be paid: _____

Expected monthly transaction volume: _____

Average payment amount: \$ _____

PCI Compliance Assessment

Will county systems store, process, or transmit card data?

- ☐ Yes (STOP - requires full PCI assessment before proceeding)
- ☐ No (processor handles all card data)

Proposed payment processor:

Company: _____

PCI Level: _____

Government experience: [] Yes [] No

Data flow description:

Describe exactly how payment data moves from citizen to county systems:

Risk Analysis

Security risks identified:

- ☐ Unsecured data transmission
- ☐ Staff access to card data
- ☐ Integration with non-compliant systems
- ☐ Inadequate vendor security
- ☐ Other: _____

Citizen data involved:

- ☐ Card numbers
- ☐ Personal information
- ☐ Payment history
- ☐ Account details
- ☐ Other: _____

Potential impact if compromised:

- ☐ Under 1,000 citizens affected
 - ☐ 1,000-10,000 citizens affected
 - ☐ Over 10,000 citizens affected
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Technical Requirements

System integration needed:

- ☐ County financial software
- ☐ Existing payment portal
- ☐ New software installation
- ☐ Hardware purchase
- ☐ None

IT resources required:

- ☐ Setup/configuration time: ____ hours
- ☐ Staff training time: ____ hours
- ☐ Ongoing maintenance: ____ hours/month
- ☐ External technical support needed

Network security:

- ☐ Encrypted connections verified
 - ☐ Firewall rules updated
 - ☐ Access controls in place
 - ☐ Monitoring configured
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Budget Impact

Implementation costs:

- Setup fees: \$_____
- Hardware/software: \$_____
- Training costs: \$_____
- **Total initial cost:** \$_____

Ongoing costs (annual):

- Processing fees: \$_____
- Software licenses: \$_____
- Support/maintenance: \$_____
- **Total annual cost:** \$_____

Who pays processing fees:

- ☐ County absorbs costs
 - ☐ Citizens pay service fees
 - ☐ Mixed model
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Compliance Checklist

PCI DSS 4.0 Requirements:

- ☐ Formal risk assessment completed
- ☐ Payment processor PCI certification verified
- ☐ Data encryption confirmed end-to-end
- ☐ Access controls documented
- ☐ Monitoring procedures established

County Requirements:

- ☐ Budget approval obtained
- ☐ Legal review completed
- ☐ Procurement rules followed
- ☐ Insurance notification sent
- ☐ Commissioner approval received

Citizen Communication:

- ☐ Fee disclosure prepared
 - ☐ Privacy notice updated
 - ☐ Help documentation created
 - ☐ Staff training materials ready
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Approval Process

IT Department Review: Reviewer: _____ Date: _____

Approved [] Denied [] Requires Changes []

Comments: _____

Treasurer's Office Review: Reviewer: _____ Date: _____

Approved [] Denied [] Requires Changes []

Comments: _____

Final Approval: County Treasurer: _____ Date: _____

Implementation Authorized [] Not Authorized []

Implementation Timeline

Target go-live date: _____

Staff training completion: _____

Citizen communication: _____

System testing: _____

Responsible parties:

- Project lead: _____
 - IT contact: _____
 - Department contact: _____
 - Vendor contact: _____
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Post-Implementation Review

90-day review scheduled for: _____

Review will assess:

- ☐ Transaction volumes vs. projections
 - ☐ Security incidents or issues
 - ☐ Citizen feedback and complaints
 - ☐ Staff training effectiveness
 - ☐ Budget impact accuracy
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Instructions for Completion:

1. **Requesting department** completes Basic Information, describes proposed payment method
2. **IT Department** completes technical sections, assesses PCI compliance requirements
3. **Treasurer's Office** reviews budget impact, compliance requirements
4. **Both IT and Treasurer** must approve before implementation
5. **Keep completed form** in payment system documentation file
6. **Schedule 90-day review** to assess implementation success

Important: Any "Yes" answer to storing/processing card data requires full PCI assessment by qualified security assessor before proceeding.