



**State of West Virginia  
Agency Master Agreement**

CORRECT ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, AND SHIPPING PAPERS.  
QUESTIONS CONCERNING THIS  
ORDER SHOULD BE DIRECTED TO  
THE DEPARTMENT CONTACT.

Order Date: 2019-10-08

<b>Order Number:</b> AMA 1300 1300 STO12E02	<b>Procurement Folder:</b> 36247
<b>Document Name:</b> Merchant Card Services for Statewide Use	<b>Reason for Modification:</b> Change Order 17 is issued to add the Fourteenth Amendment and new fee schedule.
<b>Document Description:</b> Merchant Card Services - Required use per WV Code 12-3A-3	
<b>Procurement Type:</b> Agency Master Agreement	
<b>Buyer Name:</b> Alberta Kincaid	
<b>Telephone:</b> (304) 341-0723	
<b>Email:</b> alberta.kincaid@wvsto.com	
<b>Shipping Method:</b> Vendor	<b>Effective Start Date:</b> 2014-12-01
<b>Free on Board:</b> FOB Dest, Freight Prepaid	<b>Effective End Date:</b> 2020-11-30

VENDOR	DEPARTMENT CONTACT
<b>Vendor Customer Code:</b> 000000213792 BB & T 300 SUMMERS ST  CHARLESTON WV 25301-1624  US <b>Vendor Contact Phone:</b> (304) 348-7078 <b>Extension:</b> <b>Discount Percentage:</b> 0.0000 <b>Discount Days:</b> 0	<b>Requestor Name:</b> Shelly Murray <b>Requestor Phone:</b> (304) 341-7089 <b>Requestor Email:</b> shelly.murray@wvsto.com

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE  322 70TH ST SE  CHARLESTON WV 25304  US	WEST VIRGINIA STATE TREASURERS OFFICE  322 70TH ST SE  CHARLESTON WV 25304  US

<b>Total Order Amount</b>	Open End
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<b>DEPARTMENT AUTHORIZED SIGNATURE</b> <b>SIGNED BY:</b> Shelly Murray <b>DATE:</b> 2019-10-08 <b>ELECTRONIC SIGNATURE ON FILE</b>
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**Extended Description:**

Change Order 17

Change Order No. 17 is issued to add the fourteenth amendment and updated fee schedule.

Effective date of change: 10/08/2019

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84121500			EA	\$0.000000
<b>Service From</b>		<b>Service To</b>			

**Commodity Line Description:** Banking institutions

**Extended Description:**

FEES for POS Expenses related to Merchant/Credit Card Services. See CL 6 for use of 'Service' item type, as applicable

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	43211720			EA	\$0.000000
<b>Service From</b>		<b>Service To</b>			

**Commodity Line Description:** Point of sale payment terminal

**Extended Description:**

Various types of POS terminals - rental or purchase. Price varies. Review Fee Schedule

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	43212112			EA	\$0.000000
<b>Service From</b>		<b>Service To</b>			

**Commodity Line Description:** Point of sale POS receipt printers

**Extended Description:**

Various types of printers - price varies. Review Fee Schedule

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	14111608			EA	\$0.000000
<b>Service From</b>		<b>Service To</b>			

**Commodity Line Description:** Gift certificate

**Extended Description:**

Agencies use of Gift Card Program. Review Fee Schedule

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	43211505			EA	\$0.000000
<b>Service From</b>		<b>Service To</b>			

**Commodity Line Description:** Point of sale POS terminal

**Extended Description:**

PIN Pads/ Card Readers/ Check Readers. Review Fee Schedule

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	84121500				\$0.000000
	<b>Service From</b>	<b>Service To</b>			
	2016-07-01	2020-11-30			

**Commodity Line Description:** Banking institutions

**Extended Description:**

FEES for Merchant/Credit Card Services  
(CL 6 created for doing advance ADOs as a Service type)



**FOURTEENTH AMENDMENT**

to

**AGREEMENT**

between

**WEST VIRGINIA STATE TREASURER'S OFFICE ("STO")**

and

**BRANCH BANKING & TRUST CO. ("BB&T")**

This **FOURTEENTH AMENDMENT** ("Fourteenth Amendment") is made effective October 8, 2019, and amends the Agreement dated December 1, 2011, known as Purchase Order STO12E02, by and between the WEST VIRGINIA STATE TREASURER'S OFFICE (STO) and BRANCH BANKING & TRUST CO. (BB&T).

**WHEREAS**, the STO and BB&T entered into the Agreement for merchant card services dated December 1, 2011, for merchant card services; and

**WHEREAS**, the Agreement reserves the right of the STO to amend the Services under the Agreement as mutually agreed between the parties; and

**WHEREAS**, the parties seek to amend the Agreement by updating fees as it relates to certain equipment items, as identified in Exhibit B.

**NOW, THEREFORE, THIS AMENDMENT WITNESSETH:**

The parties covenant and agree as follows:

1. **Exhibit B:** Beginning in October, TrustCommerce will begin using the new name Sphere. TrustCommerce, previously listed on prior versions of Exhibit B, and

Anovia Payments have been combined to create Sphere. Exhibit B has been updated to reflect this name change.

2. **Execution in Duplicate:** This Fourteenth Amendment may be executed in duplicate, each of which shall be considered an original.

**WITNESSETH THE FOLLOWING SIGNATURES:**

**WEST VIRGINIA STATE TREASURER'S OFFICE:**

<u>Shelly L Muncy</u>	<u>Deputy Treasurer</u>	<u>10/8/19</u>
Approval Signature	Title	Date

**BRANCH BANKING & TRUST CO.**

<u>Michael H. Hulse</u>	<u>SENIOR VICE PRESIDENT</u>	<u>10/1/2019</u>
Approval Signature	Title	Date

This document was drafted by:  
M. Lindsay Marchio, Esq. - WV Bar #12859  
West Virginia State Treasurer's Office  
322 70th Street SE  
Charleston, WV 25304  
(304) 340-5023

**Exhibit B  
Fee Schedule  
STO12E02**

Effective October 4, 2019

Section 1 Services for Operating Accounts (DDA)		Unit Rate
DDA Account Maintenance		\$100.00
Per Transaction or Item Fees		
ACH Credit		\$0.10
ACH Debit		\$0.10
ACH Account Block Filter Service		\$25.00
Wire Transfers		\$7.50
Check Paid and Other Debits		\$0.09
Credits Advices		\$0.25
Deposit Account Usage Fee		\$0.0001333
Account Transfers - Credits & Debits		\$1.00
Deposit Correction		\$0.00
Earnings Credit Rate (Based on Net Ledger Balance 31 day Month)		.70 basis points
Electronic Banking Statements		\$0.00
Section 2: Services for Credit Cards		Unit Rate
* Merchant Discount Rates (3.3.5) Effective January 1, 2015		
** VISA		1.83%
FANF Fee Table for Visa Cards		Exhibit B (Attachment 1)
** MasterCard (MC settles w/ VISA)		1.83%
** Discover (will have same rate and will settle w/ VISA when MAP conversion is complete and Discover contract is terminated)		1.83%
*** Small Ticket Purchase Fee		1.83% + \$0.20
PIN Debit		1.83% + \$0.25
Card Brand Pass Thru Fees		\$0.02
Cardholder Disputes (1-10.F)		\$0.00
Other Transaction Fees		\$0.00
Training & Support (1-6.L)		\$0.00
PCI Compliance Fee		\$0.00
PCI Compliance Fee (Hardware/Programming)		\$0.00
PCI SAQ Monthly Fee		\$3.00/per month per MID
PCI SAQ with Quarterly Network Scan (monthly scanning fee)		\$7.00/per month per MID
**** PCI Non Compliance Monthly Fee Effective June 30, 2017		\$14.95/per month per non-compliant MID
Research		\$0.00
Web-based Access to Reports (1-12.C.2)		\$0.00
Terminal Replacement Fees		\$150.00 (Includes EMV Terminals)
Terminal Upgrades		Upgrade pricing is based on the equipment pricing list
Terminal Supplies to STO and/or Agencies		\$0.00
Purchasing/Corporate Card Payments - Effective February 1, 2015		
Level 1 Processing Fee where Level 2 or 3 is Available		2.95%
<p style="text-align: center;">Level 1 ticket items will be charged 2.95% as opposed to 1.83%, the standard rate, when Level 2 data is not entered. Those agencies accepting Pcards for internal and external transactions will be subject to the higher pricing unless all Level 2 data as well as AVS are entered into the merchant system at the time the transaction is processed.</p>		

**Exhibit B  
Fee Schedule  
STO12E02**

Effective October 4, 2019

<b>Equipment (3.5, 4.2.2)</b>	<b>Purchased New</b>	<b>Purchased Refurbished</b>	<b>Monthly Rental</b>
<b>Terminals</b>			
Ingenico iSC250 (Shift4 compatible)	\$650.00		
Verifone Vx680 (3G Cellular Terminal - See Cellular Section for additional pricing)	\$700.00		
Verifone Vx520	\$350.00	\$300.00	
Verifone Vx520 Stationary Stand	\$99.00		
Terminals with comparable features and functionalities will be offered at the price stated above. The price of all other terminals will be defined in future amendments.			
<b>Obsolete Terminal Models. BB&amp;T will no longer support obsolete equipment. BB&amp;T suggests the replacement of the below listed machines immediately or in the near future. Merchants may continue to use the machine until it fails to operate properly or the machine does not meet your business needs. Please note, should the machine stop working there may not be a method of recovery for lost data and a delay in access to merchant services until a solution/machine is programmed and deployed.</b>			
Tranz 330- Tranz 380 - Tranz Swivel Stand			
Omni 3750 - Omni 3740 - Omni 3200SE			
Hypercom T7P - T7PT - T7Plus			
POS Partner PC Software			
Hypercom S-9 PIN pad			
Verifone Vx510			
Verifone Vx570			
Verifone Vx570 Dual Comm			
Hypercom 4205			
Hypercom 4420 Dual Comm			
Magtek Reader (Obsolete 2018)			
Omni 3750 not available for distribution after September 2013			
<b>PIN pads</b>			
Vx805	\$250.00	N/A	N/A
Vx805 Stationary Stand	\$99.00	N/A	N/A
<b>Printers</b>			
Verifone P-900	\$225.00	N/A	N/A
Epson Receipt Printer (T-20)	\$250.00	N/A	
<b>Card Readers</b>			
IDTech SecureMag USB-KEYBD (replaced Magtek)	\$100.00	N/A	
SecureKey TM M130 (DMV)	\$120.00	N/A	N/A
<b>Other</b>			
Imprinters	\$0.00	N/A	N/A
Sales Slips/Return Slips	\$0.00	N/A	N/A
Printer Paper and Ribbon	\$0.00	N/A	N/A

New purchased equipment is warranted for a period of six months, if deemed defective it will be replaced at no cost.

Refurbished equipment is warranted for a period of three months, if deemed defective it will be replaced at no cost.

Damages from acts of God or through user abuse is not covered under warranty.

The use of electric surge protectors on phone lines and power cords protects the equipment from damage and are highly encouraged.

**Exhibit B  
Fee Schedule  
STO12E02**

Effective October 4, 2019	
<b>Gift Card Program</b>	
<b>Gift Card (Custom Program)</b>	
> Monthly Fee per location	\$10.00
> Per Transaction Fee	\$0.21
> Prepress Fee (per card type)	\$100.00
> Graphic Design (per card type)	\$75.00
> Additional Card Production	\$0.66/ card
> Additional Locations (set-up)	\$75.00
> Additional Terminals (set-up)	\$10.00
<b>Other Applications</b>	
<b>Authorize.Net</b>	
> Setup Fee (One Time, Per Account)	\$99.00
> Monthly Gateway Fee	\$14.95
> Per Transaction Fee	\$0.06
> Monthly Iframe Fee	\$50.00
<b>&gt; ACH Fees</b>	
> Monthly Fee	\$10.00
> Returned Item Fee	\$3.00
> Chargeback Fee	\$25.00
> Per Transaction Fee	\$0.50
> Per Batch Fee	\$0.30
<b>FreedomPay</b>	
<b>FreedomPay P2PE POS Solution</b>	
A separate merchant account is required for locations using more than one application with FreedomPay iWL252 terminal.	
FreedomPay P2PE Instruction Manual (PIM) Acknowledgement Form must be signed. (Exhibit B-Attachment 2)	
> Setup Fee (One Time, Per Account)	\$200.00
> FreedomPay Per Transaction Fee/Secure Switching Fee	\$0.08
> Reprogramming Fee (Virtual terminals and stand-alone)	\$99.00
> Ingenico iWL252 Bluetooth Terminal	\$880.00
> Ingenico iWL252 Base	\$200.00
> Ingenico iWL252 Battery (additional or replacement)	\$45.00
> Stand for iWL252	\$74.00
> Ingenico iWL255 Wireless/Cellular Terminal	\$850.00
> Ingenico iWL255 Wireless Setup Fee (One Time, Per Terminal)	\$35.00
> Ingenico iWL255 Monthly Wireless Fee (Per Terminal)	\$20.00
> Ingenico iWL255 FreedomPay Per Transaction Fee/Secure Switching Fee	\$0.08
> Ingenico iWL255 Wireless Per Transaction Fee	\$0.05
> Locking Tether Cord	\$25.00
> Ingenico iPP350 (micros)	\$500.00
> Ingenico iPP350 Stand	\$99.00
> Rush Shipping	\$125.00
<b>FreedomPay FreeWay P2PE Virtual Terminal Solution</b>	
A separate merchant account is required for locations using more than one application with FreeWay Virtual Terminal.	
FreedomPay P2PE Instruction Manual (PIM) Acknowledgement Form must be signed. (Exhibit B-Attachment 2)	
> Interchange Rate for FreeWay Virtual Terminal Only	2.83%
> Setup Fee (One time, Per Account)	\$200.00
> Per Transaction Fee/Secure Switching Fee	\$0.08
> Reprogramming Fee (Virtual terminals and stand-alone)	\$99.00 per MID
> Ingenico ID Tech SREDKey (Required with FreeWay Virtual Terminal)	\$250.00
> Rush Shipping	\$125.00
<b>Global Virtual Terminal</b>	
> License Fee (One Time Per Account)	\$75.00
> Monthly Gateway Fee	\$9.95
> Per Transaction Fee	\$0.00
<b>Verifone Vx680 3G Cellular Terminal (AT&amp;T)</b>	
A separate merchant account is required for locations using more than one application with the Vx680.	
> Verifone Vx680	New \$700.00
> Wireless Setup Fee (One Time, Per Terminal)	\$35.00
> Monthly Wireless Fee (Per Terminal)	\$20.00
> Per Transaction Fee	\$0.05
<b>Merge - Tablet Point-of-Sale</b>	
> Station Package with 15" Tablet	\$1,799.00
> Bluetooth Kitchen Printer (ala carte)	\$309.00
> Barcode Scanner (ala carte)	\$299.00
> Monthly Gateway Fee for 1 Station	\$59.00
> Monthly Gateway Fee for 2 Stations	\$99.00

**Exhibit B  
Fee Schedule  
STO12E02**

Effective October 4, 2019		
<b>MultiPass</b>		
> License Fee		\$0.00
> Monthly Gateway Fee		\$0.00
> Per Transaction Fee		\$0.00
<b>SwipeSimple</b>		
> License Fee		\$99.00
> Monthly Gateway Fee (Per MID)		\$15.00
> Eclipse A200 Card Reader (EMV and Mag Stripe)		\$59.00
> Swift B250 Card Reader (EMV, Bluetooth, and NFC)		\$89.00
> Charging Stand for Swift B250 Card Reader		\$35.00
<b>Sphere (powered by TrustCommerce)</b>		
> License Fee (one time per acct)		\$99.00
> Monthly Gateway Fee (see #6)		\$15.00
> Per Transaction Fee		\$0.09
> Citadel Set up Fee		\$99.00
> Citadel Monthly Fee		\$11.00
> Citadel Stored Billing ID Fee (Applies to every stored card new and existing)		\$0.08
> PayWithIt – Mobile App - one-time setup fee (includes one card sleeve)		\$99.00
> PayWithIt - Shuttle IDTech Additional Card Sleeve		\$60.00
> iSC250 (EMV Solution)		\$650.00
> iSC480 (EMV Solution)		\$765.00
> Card Current		\$120.00/file upload
> Card Current (card/account update)		\$0.28/card or account updated
> Trustee Premier Annual Fee		\$3,250.00
> Trustee Premier One Time/Per Page Implementation Fee (6 hours of programming)		\$1,600.00
> Trustee Premier Fee for In Production Pages (New Instances, Changes, Updates, or Over 6 hours of Programming)		\$225/hour
<b>Sphere (powered by TrustCommerce) Safe P2PE Virtual Terminal</b>		
> Safe P2PE License Fee (one time per account)		\$99.00
> Monthly Gateway Fee		\$15.00
> Per Transaction Fee		\$0.09
> IDTech SRED Key (P2PE)		\$250.00
> iPP320 (P2PE)		\$500.00
> iPP350 (P2PE)		\$650.00
> iSC250 (P2PE)		\$850.00
<b>TrustWave</b>		
> TrustWave - PCI Expert Premium Support		\$99.00 per year
> TrustWave Expanded Products Offering (Exhibit B - Attachment 3)		Please See Fee Schedule
<b>Voltage Encryption/Tokenization</b>		
> Voltage Encryption/Tokenization		\$10.00/month per MID
> Per Transaction Fee		\$0.05
<b>Other Items</b>		
***** Other Card Types - American Express		2.25% + 30 Basis Points
24-hr Batch Close Fee		\$0.00
Merchant "Daily Letter"		\$0.00

\*The Merchant Discount Rate of 1.83% shall take effect January 1, 2015. The Merchant Discount Rate effective December 1, 2014, through December 31, 2014 shall be 1.75%.

\*\*Visa, MasterCard, and Discover rates are based on the current interchange rate structure including all pending adjustments to signature and PIN debit transaction related to the recent Dodd-Frank Financial Reform Bill (including the Durbin Debit Interchange Amendment) that take effect on October 1, 2011. Should interchange costs change based on Federal Government and/or Federal Reserve rules and regulations, BB&T may propose pricing adjustment for the STO's approval.

\*\*\*Effective January 1, 2015, Small Ticket Pricing for MIDs averaging or having the majority of the transactions less than or equal to \$15.00 per transaction will be assessed a \$0.20 transaction fee. Service fee accounts will not be subject to the surcharge. Rates and other fees will apply per schedule above. The \$.20 per transaction fee will be assessed to all transaction accounts with sales related to Parking and Food Service MID's with average transactions equal to or less than \$15 each.

\*\*\*\*Effective June 30, 2017, any non-compliant MID is assessed \$14.95 per month per non-compliant MID. This is an additional charge to the monthly PCI SAQ fees on each MID, either \$3.00 or \$7.00 depending on the processing utilized. Merchants must be compliant within 30 days of non-compliance notification. If after this 30 day period the merchant is still non-compliant, charges for non-compliance will be assessed.

\*\*\*\*\*BB&T manages settlements for Discover, Visa and MasterCard MIDs to adhere to the one business day deposit rule pursuant to state law. Currently, American Express settles through a separate STO contract (STO13E05) and until such time that BB&T manages settlements for American Express transactions, BB&T will continue to assess the 0.300 basis point processing fee for American Express transactions in addition to the 2.25% American Express interchange rate.