Oklahoma Federation of Republican Women (OKFRW)

Club Treasurer Guide

The ONLY Requirement is someone with the patience and willingness to learn.

Updated January 2021

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CLUB TREASURER GUIDE

1. **INTRODUCTION**. Ladies, THANK YOU for volunteering and accepting the position of Club Treasurers. Being a Treasurer of a Club in the Oklahoma Federation of Republican Women (OKFRW) is an honor. You were elected because your fellow club members trust you to keep accurate financial records, present comprehensive reports, file applicable documents and most of all, to be the Point of Contact (POC) for all the financial questions that may arise in your club. After reading this guide, if you have any questions, required additional information or have a suggestion, please forward these to the OKFRW Treasurer listed in Section 1.2.

1.1. **OVERVIEW**. This is a basic guide. It is intended to consolidate as much information in one location as possible. This guide is meant to be used by Club Treasurers. It can be shared with your Club President and Membership Chair. The Treasurer and Membership Chair should share the membership payment information. If you have previous accounting, budgeting, invoicing and payment experience, you may just need to skim through the processes that pertain to dues payments and required bookkeeping as a tax-exempt club.

Club Treasurers interact on a regular basis with their Club President, the Membership Chair of their club and with the OKFRW Treasurer. Good communication in all directions is essential to ensure that all membership and club dues are paid and recorded correctly. Remember, you are a vital part of your organization, but must disburse funds as directed by your Executive Committee and Club.

NOTE: This guide is reviewed annually and updated as needed. Please note that the dues amounts shown in paragraph 1.3. are subject to change. Dues for NFRW are set at the September Convention in odd years. If the NFRW raises dues, it will affect your club dues.

1.2 **OKFRW POINTS OF CONTACT**. First and most important, you MUST know that you do not have to figure out this information alone! Ensure that the OKFRW Treasurer has your email address so that she can send reminders, updates and facilitate a direct line of communication.

OKFRW TREASURER FOR 2020-2021:
Katie Hendrickson
Email – treasurer.okfrw@gmail.com or kh6603@gmail.com
Phone/Text – 580-471-7402
Mailing Address – 1509 N. Main #136, Altus, OK 73521

OKFRW PRESIDENT FOR 2020-2021:
Lorie Legere
Email – lorielegere@yahoo.com or pres.okfrw@gmail.com

OKFRW MEMBERSHIP CHAIR FOR 2020-2021:
Karen Moseley
Email – moseleykaren1@gmail.com

1.3. **TREASURER RESPONSIBILITIES**. The Treasurer has an important job. Your members trust and rely on you to collect and protect their dues, and to ensure that their membership is recorded at the local, state and national levels. I cannot stress enough, that if it isn't documented – it didn't happen. Make sure you have copies of receipts to back up all transactions to be prepared for an annual or bi-annual audit. The Club's accounting year should run from January 1st to December 31st.

The bylaws of your club should outline the specific financial procedures that are required for your position. In most cases, the Treasurer should:

- Be the sole custodian of all funds and financial records. The Treasurer banks the money when received, disburses it with approval and according to the decisions of the club. Membership reporting documents are also financial records as they back up the due's payments made to OKFRW.
- Record all transactions, received and disbursed. Records must be accurate and up-to-date.
- Be prompt in remitting funds and balancing the bank statement to the records. This should be done every month.
- Treasurer reports should be done monthly and submitted at every club business meeting. Send a copy to your President every month. The report is presented for information only and is not approved by the membership.
- Work with Membership Chair to keep membership records and dues accurate and balanced. Membership Chair and Treasurer should use the required Treasurer Membership Reporting Form (referred as the "Reporting Form") for membership accounting.
- Club Treasurer should pay ***OKFRW Dues*** ($5 each member) and ***NFRW dues*** ($20 each member) and ***NFRW Service Charge*** ($15 annually in January) to the OKFRW Treasurer by the monthly deadlines. The Reporting Form shall be in the required format, provided in Attachment A, and included on the jump drive given to all Treasurers. All forms must be typed to ensure correct information is entered into the NFRW membership database.
- Treasurer records are always submitted for audit prior to a new treasurer taking office. Large clubs with substantial monies going through their organization are suggested to do annual audits. Bylaws should state when and by whom the audit/review should be done.
- Adoption of the auditor or committee report, by your club, indicates that the financial records are correct.
- Prior to new Treasurer taking office, the current Treasurer should contact the President to have the bank information changed so that the transition is seamless. All records pertaining to the office of the Treasurer should be delivered to her successor. A transition meeting would be helpful to the new treasurer. All banking is done in the name of the club, not an individual.
- Inform the OKFRW President and OKFRW Treasurer of the name, address, phone number and email of the newly elected Club President, Vice Presidents, Treasurer, Secretary, any other elected officers or Membership Chair. This is important for communication and access to the NFRW database.

- Treasurer should be a member of the budget and finance committee(s) for their club. Treasurer should submit information for a suggested budget using the previous 2 years as an estimation tool. A sample budget is located on the jump drive.
- For large clubs or those with substantial monies going through their organization, it is recommended that the Treasurer be bonded.
- Procedures for submitting dues, annual service charge and Reporting Forms to OKFRW and NFRW shall be followed.
- Prepare and file all forms to IRS and the Oklahoma Ethics Commission, IF applicable, as well as any state and local forms required by law.

2. **BOOKKEEPING BASICS**. Basic bookkeeping involves recording all income and expenses of your organization. Bookkeeping for your organization should be done using a computer-based program such as Excel spreadsheets, Google Sheets or Quickbooks. These programs provide easy set-up of records from year to year and can be customized to your club to collect all the information you need. They take up less room than paper files and they can easily be transferred to the next Treasurer for your organization by jump drive, disk or change of email and login if using the "online" version.

Excel and Google spreadsheets are economical and easy to use. Example Excel bookkeeping forms are included on the jump drive. NOTE – Excel or Google Sheets is required to add new members into the NFRW database.

2.1. **INCOME**. Bookkeeping includes keeping itemized records of all income. Income should be separated into categories such as dues collected, fundraising income, donations, event registration fees, money donated for political use, etc. Record keeping for political contributions will be covered separately later in this guide. There SHALL BE NO Petty Cash accounts allowed for any reason. This is to protect all persons involved in cash transactions. All cash must be deposited into the banking account within 5 business days.

Monetary donations collected for club projects, such as Literacy, Caring for America, etc. MUST be recorded as income for the club before being disbursed to the project Chair.

2.2. **DEPOSITS**. All income should be given to the Treasurer within 5 days of receipt. All funds should be deposited within 10 days of receipt by the Treasurer. The Treasurer should use a restrictive endorsement stamp for all checks (Example – "For Deposit Only", Bank and Account number). All checks received should be copied for the treasurer's records prior to deposit. This can be done by two methods: (1) - scanning a copy of the check and printing or downloading to your records or (2) - by taking a picture of the check and printing or downloading to your records. Both are acceptable. These records must be safeguarded since they contain personal information. Some banks scan the checks to your account if viewed online. These can be "snipped" and pasted into a Word document to print and/or save to your computer.

It is also recommended that a copy of the deposit slip or receipt of deposit from the bank be kept for the treasurer's records, unless they are provided as part of the bank statement. The deposit slips or copies should be kept on file with the treasurer's records for a ***minimum of 5 years***. They can be kept electronically, in paper copies or both.

2.3. **ACCEPTING CREDIT/DEBIT CARDS**. Clubs may accept electronic transaction accounts for taking credit and debit cards. There are quite a few companies that provide credit card servicing. These include (in no particular order), Intuit GoPayment, Square, PayPal Here and handful of other offerings. We suggest that you do your research prior to signing up with a company. They may charge monthly fee (even if you are not taking payments monthly), there may be equipment that you have to purchase and there will be differences in transaction fees. Select the best fit for your club.

If you decide to use a card processing company, you will need to think about if you will upcharge customers to cover fees, if you will change your overall pricing to cover transaction fees or if you are fine with paying the transaction fee with no reimbursement. One Club charges a $1 transaction fee for dues but pays transaction fees for candidate fundraiser auction payments. NOTE – Transaction fees are usually a percentage of the amount you are charging.

Accepting credit and debit cards (especially at auction type or large fundraisers) allows people that do not carry cash or checks to get involved in your event. In addition, all funds will go directly into your bank account.

2.4. **REQUESTS FOR PAYMENT OF EXPENSES**. All requests for payment MUST be documented and MUST be accompanied by an invoice, receipt or voucher for payment. It is recommended to annotate requests on a separate document with a signature line for approval by the President or a Vice-President. An example of a "Request for Payment of Expenses" is included on the jump drive.

2.5. **DISBURSEMENT OF FUNDS**. Bookkeeping also includes itemized records of all disbursements or payments for expenses. Disbursements should be separated into categories, just like deposits. Disbursements should be done by check so that there is a bank record of the amount paid and to whom.

On the rare occasion that a disbursement must be made by cash, the Treasurer should write a check for cash and it should be signed by the President, or other officer listed on the bank account, with a memo stating who cash was paid to. There should be NO direct cash withdrawal from the account since the use for the funds and person the funds were paid to is not auditable and could be questioned during an audit.

A reimbursement check to the Treasurer for valid expenses with accompanying documentation, MUST have a different signature on the check. The Treasurer SHALL NOT sign the reimbursement check to themselves. This protects the Treasurer from assumed fraud.

A copy should be made of the all disbursement check to go with the Treasurer records. Some banks provide copies of checks and copies of the deposit slips for the transactions on the account as part of the monthly statement. If your bank provides this service, only incoming checks must be copied independently.

3. **BANK ACCOUNTS**. All Clubs should have business bank accounts (non-interest bearing) opened using their Club's Employer Identification Number (EIN). How to apply for an

EIN is located on the jump drive. Clubs shall not use the OKFRW EIN for any of their accounts. Failure to have your own EIN will require you to forward copies of all bank statements to the OKFRW Treasurer for IRS and Ethics reporting.

Checks shall be in the name of the Club, not an individual. The Club name shall appear on the check. If an address is required by the bank, the Club's mailing address or Treasurer's address should appear on the check. Limited number of checks should be printed at a time. Checks are controlled documents and should be accounted for on the account records. If a check is voided, it should be listed as "VOID" on the account records.

3.1. **OPERATIONAL ACCOUNTS**. All clubs should have an operational account to cover regular operation expenses of their organization. This may include meeting expenses, dues collection and payment, fundraisers for regular operation or specific purposes (such as Literacy projects, Caring for America, Membership drives, etc.), contributions and scholarships.

3.2. **CANDIATE ACCOUNTS**. The "candidate" accounts are used specifically to collect political contributions for local and state candidate political contributions. Not all Clubs will have a "candidate account". Expenses for political fundraisers will be paid from this account. Income for these accounts requires additional record keeping that will be discussed in ***Section 7*** of this guide. Oklahoma Clubs do not contribute to federal candidates or campaigns due to additional recording and filing requirements at the national level with the Federal Election Committee (FEC) and IRS. Members may contribute personally on the federal level.

3.3. **TWO SIGNATURES ON CHECKS**. Your club may require two signatures on checks disbursed by the Treasurer. Pre-signed checks are **NOT** a good business practice since they can contribute to fraud claims and cause problems within Clubs. If two signatures are necessary, the Treasurer and President, or other authorized signer on the account, should sign the check ONLY if the check is filled out with the Payee and dollar amount of the payment. Signatures on a blank check leaves the Club open for possible fraud or theft of funds if the check is lost or stolen.

The Executive Officers can set a threshold dollar amount that requires the two signatures. NOTE: The bank does not check to see if two signatures are on a check. However, if you make a copy of the checks or they show on the bank statement, this process can be verified if required. Additionally, if there are concerns, the Treasurer can be bonded.

Bank Statements and copies of paid disbursement checks should be kept for a ***minimum of 5 years***.

3.4. **BALANCING ACCOUNTS**. The Treasurer should balance bank account statements against the Treasurer records monthly. Your records should have a "reconcile" column or field that allows you to match transaction with the bank statement. Monthly balancing serves two purposes – it allows early detection of any fraud and it makes it easier to find entry mistakes and correct them in the records. In depth directions for balancing accounts is included on the jump drive.

3.5. **AUDIT OF ACCOUNTS**. We suggest an annual audit of both accounts if you your club is large or has substantial monies going through your organization. Auditing POC should be named by position in the bylaws so that it is clear who is responsible. COPIES of all bank statements, expense disbursement documents and copies of checks written on the accounts (may be part of bank statement) should be given to the audit committee at the first meeting of the year. The Treasurer should NOT give original documents to the audit committee or a hired CPA to ensure original documents are not misplaced or lost. Original documents must be kept for records and history.

4. **BONDING**. Your club may or may not require bonding of the Treasurer. If required, a Fidelity Bond will be purchased. If bonding is required, the Club shall pay all annual bonding and liability costs.

4.1. **FIDELITY BONDS**. A Fidelity Bond for Employee Theft is a type of insurance. This bond may be purchased through a Surety Company or directly through an Insurance Company that provides Bonding insurance. Fidelity Bonding for Employee Theft should be a blanket policy by position. All positions that are on the bank account(s) signature cards should be bonded.

4.2. **BONDING REQUIREMENTS**. Depending on the terms of the Fidelity Insurance purchased, there may be other requirements to satisfy the insurance terms and conditions. These may include background checks on all persons in the positions on the bond, annual auditing, separation of check writing and reconciling bank statements (Treasurer should also reconcile bank statements as a secondary check and balance). Copies of all documents and statements should be emailed to the designated reconciling officer position unless Quickbooks online is used, then the Treasurer should give the reconciling officer access to the software. The President should designate, by name, the person who will do the reconciling.

5. **CLUB DUES AND MEMBERSHIP DATA**. Membership in your local club also includes membership in the OKFRW and NFRW. Membership dues are paid annually and expire on 31 December each year.

5.1. **CLUB DUES**. Dues collected for renewing, returning and new members are paid by local clubs to the OKFRW. Clubs do not pay dues collected from associate members to the OKFRW. Each Club sets the dollar amount of dues that they will collect from their Members and Associate Members. The dues amount for Members MUST include the OKFRW and NFRW dues (currently $25 combined). Additionally, the annual Service Fee of $15 shall be included with your first dues payment of the year.

The NFRW reserves the right to change the dues amount at the biennial convention in September of even years. If dues are changed, Club Presidents and Treasurers shall be notified and the change will be implemented for all dues collected after 1 October for the next year's membership dues.

Club Membership Reporting Forms and dues payment should be sent to the OKFRW Treasurer monthly during the months of December (dues collected from 1 October until the December due date for the next calendar year) and January through September.

5.2. **TREASURER AND MEMBERSHIP CHAIR COMMUNICATION.** The Club Treasurer and Membership Chair should share information on a regular basis. Anytime a member pays dues, the Reporting Form should be updated and shared between the Treasurer and Membership Chair. The required Reporting Form should be used by both to ensure all information is the same. The Reporting Form is included with the jump drive. The Membership Chair can combine each monthly Reporting Form into an annual membership roster but **MUST annotate new additions** so that the OKFRW knows which members to add into the NFRW database. The membership roster should be shared with the Treasurer.

5.3. **REQUIRED MEMBER INFORMATION**. The Reporting Form shows the fields that are required for the NFRW database. These fields should not be removed, changed or deleted from the Reporting Form. The column width may be changed to ".5" to hide fields you do not use. Members should be listed in alphabetical order by the last name if possible (see "How to Re-Order Excel" on the jump drive). If any changes are made to a member's information (such as a change in address or phone number), they must clearly be marked in **RED** lettering or be **highlighted in yellow**, so their membership records can be updated in the NFRW database. The form has codes for membership types – renewing, returning or new. At a minimum, all new members should have the "NW" code in the suffix field.

The OKFRW must use your reporting form to upload the new club members to the NFRW database and also to make any changes that are noted in red or highlighted. If fields are removed from the form, the member information will not upload to the system. New members cannot be manually entered into the NFRW database.

NOTE: In order for Members to access the NFRW Membership area of the website, the member's email address must be up to date in the NFRW database.

5.4. **MEMBERSHIP CLASSIFICATIONS**. NFRW membership expires on 31 December of each year. A grace period for NFRW and OKFRW membership extends to the end of February, except for club presidents – who must be paid in order to vote at the OKFRW Board Meeting each February. The Reporting Form has different classifications of membership. Be sure to add the classification as a "header" if you are reporting for more than one membership classification. These classifications are defined below:

- **Renewing Member** – A current member from the previous calendar year that pays dues by the end of February.
- **Returning Member** – Any current member from the previous calendar year that pays dues after the end of February or a previous club member that did not pay dues the previous calendar year(s).
- **New Member** – A new member who was not previously a member of your Republican Women's Club.

- **Transferring Member** – There isn't a separate code for Transferring Members. Highlight these members on the reporting form so that their Membership can be transferred from their previous club to your club. Let the OKFRW Treasurer know the member's previous club and state so a transfer can be requested through NFRW.

5.5. **DUES DEADLINES**. Dues can be collected year-round. The dues payment schedule will be given to club treasurers each year. If you miss the deadline, please send them anyway and they will be applied to the next month's payment for NFRW.

- **December Dues Deadline.** Dues paid to the club after 1 October will be held by the club to be paid to the OKFRW Treasurer by the December dues deadline. Additionally, the annual $15 NFRW Club Service Fee shall also be included with the dues payment for the end of December dues deadline.
- **NFRW Grace Period.** The NFRW grace period for paying dues to remain a member in good standing is the end of February. If the club did not pay the annual $15 NFRW Club Service Fee in December, it is due with the first dues payment sent to the OKFRW Treasurer.
- **Monthly Dues Payment Deadlines.** The monthly dues payment deadlines shall be sent to the Club Treasurer and Club President at the beginning of December. If your officers have changed for the next up-coming year, please be sure to let the OKFRW Treasurer know so that you get the schedule in a timely manner.

5.6. **DUES SUBMISSION PROCESS**.

- The Club Treasurer will collect and deposit all dues in the Operational Account. The Reporting Form should be updated as the dues are received.
- Prior to the monthly due's deadline, the Club Treasurer or membership chair will email a copy of the Reporting Form to the OKFRW Treasurer. The Club Treasurer should retain the Reporting Form for their records and reconciling of dues payments. If the required Reporting Form is not submitted, the OKFRW Treasurer will send notice to the Club Treasurer to correct and resubmit. Dues may not be paid if corrections are not completed and resubmitted by the Dues Deadline.
- Club Treasurer shall be responsible to mail the Dues Payment Check to the OKFRW Treasurer. Currently, the check will pay $25 for each member on the Reporting Form.
- The first dues payment of the calendar year MUST include the annual NFRW Service fee of $15. This fee may be included with the dues payment check or can be a separate check. Late mailing may delay submission of your dues to NFRW. The OKFRW **Treasurer shall input members into the NFRW database only after dues AND annual service fee are received.**
- Use a new Reporting Form for each month or annotate the new additions to the form. You can merge each month into your membership data to keep a club record of all paid and expired members.
- Club members that are part of the OKFRW Board of Directors/Executive Board MUST pay their dues by the **January dues deadline** in order to vote at the February board meeting.

6. **FUNDRAISING**. Clubs may conduct fundraising for operational and candidate contribution accounts. Clubs may also raise funds for Club projects, OKFRW Board Meetings and charitable causes. Most clubs have standard "annual" fundraising events already established.

Smaller fundraisers can be done in additional to the "annual" event. Research any "new" fundraisers you would like to accomplish. Fundraisers with minimal expense or with gathered donations of items are high profit fundraisers. Ideas for "new to you" fundraisers can be borrowed from another club or can be researched on the internet.

7. **IRS AND ETHICS – WHAT THIS MEANS FOR YOUR CLUB**. The OKFRW and local clubs are classified as a Political 527 Tax-Exempt organization by the IRS. This means that your club is NOT a Non-Profit organization. Maintaining the status as a Tax-Exempt organization requires additional recordkeeping requirements. When collecting contributions or donations for a political fundraiser or event, the club is responsible to collect additional information on a Contribution/Donation form. This form must have the following information:

- **"Contributions/Donations are NOT TAX EXEMPT"** and **"Corporate contributions are not permitted"**, **MUST** be printed on the form.
- Information must be collected on the form – including the amount donated/contributed, the name of the donor, address, occupation and employer.

Club Treasurers must monitor contributions/donations for the following:

- Cash donations UP TO $50 may be accepted.
- Donor information may be required IRS and Ethics filing, if required. Contact a professional CPA if you are unsure.
- These records must be kept for a ***minimum of 4 years***.

7.1. **CANDIDATE CONTRIBUTIONS**. The OK GOP has agreed to distribute funds to candidates for the OKFRW and clubs. Candidate contributions will not be accepted from OKFRW or the Clubs for distribution before the primaries or run-off elections. The OKFRW and clubs will only distribute funds to candidates running for state offices (e.g. Labor, Education, etc.), Governor/Lt Governor or candidates running for the state legislature (House and Senate).

Clubs may donate directly to local candidates (e.g. City Council, mayor, etc.), but must stay within ethics guidelines. All donation funds and donator information must be kept for 4 years. For more information on donation guidelines, contact the OKFRW Treasurer so that she can forward the questions to the OKFRW subject matter expert or contact a professional CPA.

Oklahoma Clubs do not contribute to national elections due to additional recording and filing requirements and registration requirements at the state and federal level.

Club members are allowed to make personal contributions to any candidate.

7.2. **TAXABLE INCOME**. Clubs and the OKFRW are considered tax-exempt under Internal Revenue Code (IRC) Section 527. As a tax-exempt organization, you should try to keep your total gross income (including all income sources) below $25,000. If you go over this amount, additional IRS requirements will be required. Tax-exemption is for the following types of income:

- A contribution of money or other property.
- Membership dues, fees or assessments received from club members.
- Proceeds from a political fundraising or entertainment event.
- Proceeds received from sporadic political breakfasts, dinners, receptions, picnics and dances.
- Proceeds from the sale of political items such as memorabilia, bumper stickers, campaign buttons, posters, hats, shirts, cookbooks, etc.

Taxable income generally includes income that is not directly related to the organization's political activities, such as income from interest, dividends, rents and capital gains. Capital gains on a property that was received as a contribution and/or if it is later sold, will be taxable. If unsure if your club needs to file a tax return, please contact a professional CPA.

8. **REPORTS**. The Club Treasurer is responsible for providing several reports throughout the year.

8.1. **TREASURER'S REPORT**. The Treasurer should submit a report at each scheduled Club meeting. This report should include bank account balances, income received and expenses paid. Any expenses paid should be listed on a Request for Payment sheet. This should be approved and signed at the meeting for the Treasurer records. If the Treasurer cannot make the meeting, the report should be forwarded to the President prior to the meeting. An example of the Meeting Treasurer Report is included on the jump drive.

8.2. **ANNUAL INCOME AND EXPENSE REPORT**. The Treasurer can create an annual income and expense report to be submitted at the first meeting of the Club. This will be an itemized report and summary of the year's transactions. This report can be sent to the Budget Committee or Executive Board members as input for the budget for the coming year. This report will accompany all treasurer document copies for any required audits.

8.3 **NEW CLUB OFFICER REPORT**. The President or the Treasurer is responsible to send the New Club Officer Report to the OKFRW President and OKFRW Treasurer. Within 10 days after your Club election of new officers, the Treasurer should email the report. An example of the New Club Officer Report is included on the jump drive.

9. **ATTACHMENTS**.

A – Club Names and Club Charter Numbers
B – References

ATTACHMENT A
CLUB NAMES AND CLUB CHARTER NUMBER

Club	Club Charter #
Cleveland Co RW	47000654
Countyline RW	47005406
Custer Co RW	47000972
Edmond RW	47001361
First Capital RW	47005807
Frederick Douglas RW	47000116
Garfield Co RW	47001695
Great Plains RW	47005507
Green Co RW	47001700
Heartland RW	47006009
Helen Cole RW	47001892
Kingfisher Co RW	47005003
Liberty RW	47001589
Noble Co RW	47002986
Oklahoma City RW	47003000
Oklahoma Virtual RWC	
Payne Co RW	47003200
Pittsburg Co RW	47003385
RWC of Tulsa Co	47003826
Southern OK RW	47000400
SWOKRW	47005100
Wheatland RW of Woods Co	47004591

ATTACHMENT B
REFERENCES

The information from the references below are included in this guide. The references are provided for your information and if you wish to read the entire document or article. Included are several sites for credit/debit processing to make your research easier if you plan to add this to your Club Treasurer tools.

From the NFRW Website: You must create your account and have a password to access them. Most of these are included on the jump drive for your convenience.
Keeping Your Books Balanced
Duties of a Club Treasurer (#5 – Our State President notifies the NFRW)
Duties of a State Treasurer
How to Apply Online for an Employer Identification Number (EIN) for your State or Club to Open a Bank Account
Membership/Dues Reporting Tips

From the Oklahoma Ethics Commission:
Guide for Local Political Party Committees

Credit Debit Processing: Below are some of the credit/debit card processing companies. Do your research before committing to a processing company. You can always change companies to find a better fit.

GoPayment https://quickbooks.intuit.com/payments/mobile-payments/

Square https://squareup.com/

PayPal https://www.paypal.com/us/webapps/mpp/credit-card-reader