

**Short Title: Acceptable Forms of Payment**

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under ARS 41-1033 for a review of the statement.

**Description of Practice/Procedure:**

The Department will only accept payment for fees and for any other purposes when made by credit card, check, or money order.

Acceptable checks include pre-printed personal or business account checks or drafts, either in-state or out-of-state. Two-party checks, counter checks or any check not pre-printed with the name and address of the account holder, the name of the subject financial institution and the account number are considered unacceptable forms of payment.

Payment of a civil penalty shall be by credit card, money order, certified check, or cashier's check.

If an individual or entity has an outstanding "bad check," no further checks or payment of any other kind for any purpose will be accepted by the Department from that individual or entity until the outstanding check is redeemed, using a credit card, cashier's check, money order, or certified check.

The Department will accept one form of payment per transaction.

Authority: A.R.S. §§ 32-2125.01, -2129, -2130, -2186, -2194.02, -2195.02, -2196, -2197.05 and -2198.09 authorize the Commissioner to assess fees and prescribe the amounts to be charged. A.R.S. § 35-142(I) authorizes state agency acceptance of credit card payments pursuant to § 35-315.

Policy Program: Commissioner's Office

Effective Date: June 18, 1999; Revised & Renumbered May 28, 2004; Revised & Renumbered April 1, 2005; Revised & Renumbered February 8, 2008; Revised & Renumbered March 29, 2016.

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