

## Ontario Air and Noise Best Practices

<b>Topic</b>	<b>Credit Card Confidentiality for ECA Applications</b>	<b>Date: May 4, 2012</b> <b>Version 2.0</b>
<b>Purpose</b>	<b>To provide guidance on how to provide credit card confidentiality for ECA Application fees</b>	<b>Page 1 of 1</b>

This Best Practice has been developed to provide the applicant with credit card confidentiality. If followed, the credit card information contained on the application form will remain confidential in the event that a request is made through the *Freedom of Information Act*.

O. Reg. 363/98 "*Fees – Certificates of Approval*" requires applicants for Environmental Compliance Approvals to pay a fee at the time of submitting the application. This fee must be calculated in accordance with the *Fees Regulation*. The application fee can be submitted in the form of a cheque or money order, or by credit card (MasterCard, Visa or American Express) for amounts equal to or less than \$10,000.

Payment information must be included in all copies of the application sent to the EAASIB and the District Office, however the actual payment must only be sent with one copy to the EAASIB.

Should the applicant choose to pay by credit card, it is important that confidentiality be maintained for the sake of the card holder. There are two options for making payment via credit card:

1. Providing the information via telephone to EAASIB during application processing; or
2. Providing the information via the Application Form in a confidential manner.

### ***Option 1 – Providing information via telephone***

Applicants can provide credit card information via telephone during application processing. To facilitate the process it is recommended that the cover letter to the application indicate that the application fee will be paid via credit card and that the information will be provided upon request. In the payment section of the Application Form, indicate in the Credit Number Box '***Will be provided upon request***'.

### ***Option 2 – Providing the information in the application in a confidential manner***

To facilitate maintaining credit card confidentiality, all credit card information (cardholder name and signature, card number, expiry date, etc.) should be filled out and should be marked "**Confidential**".

All other copies should contain only the fee amount and the type of credit card used (i.e., do not include the credit card number or cardholder name).

For further information contact the Best Practices Committee.