

## Centennial Flyers, LLC PayPal and Credit Card Policy

Greetings members,

We have *finally* started to accept credit cards as a form of payment for the rental of the Centennial Flyers aircraft. This will be done through the online service *PayPal*.

For those of you unfamiliar with PayPal, please log onto [www.paypal.com](http://www.paypal.com), set up an account and walk through the online tutorial. The one thing we will have to do though, is cover fee that PayPal charges merchants for each credit card charge. A separate sheet for PayPal rates will in each of the aircraft books and available under the 'Files' section if you need to download them at home.

### **How to use PayPal**

When you're done flying, fill out the log sheet the same way that you normally would, but now you will check the box that says '*PayPal*.' If you intend to pay with PayPal you must make a note in that box so we aren't looking for a check.

Next, you **MUST** pay the **SAME DAY** that you took the flight. There will be **NO EXCEPTIONS**. Anyone who violates this part of the policy will be forbidden from using the online pay service and may be expelled from the club. Having the option for credit cards is a wonderful thing, but it doesn't mean that it can be abused. Internet access is available at the TACAir terminal, which makes payment convenient.

Once you log into PayPal with your username and password, you need to click on the '*Send Money*' tab along the top of the page. You'll need to enter the recipients e-mail. Centennial Flyers address will be [apaflyers@hotmail.com](mailto:apaflyers@hotmail.com). Please note the new e-mail address. This address is solely for PayPal purchases and will help me keep everything straight. The money **MUST** be sent to this address.

Under '*Amount*' you need to put the **TOTAL AMOUNT** of the flight, not the hourly cost. New sheets in the aircraft that show the credit card rates. They will also be available on the website to download from home.

Under '*Type*' you need to select '*Service*.' It is **VERY IMPORTANT**, under '*Subject*' you **MUST** enter the **TAIL NUMBER** of the aircraft that you flew. This will tell us who flew which aircraft.

Under '*Notes*' you need to put the number of Hobbs hours you flew. All you need to put is '1.2,' etc.

At the next page (after you have clicked '*Continue*'), PayPal will confirm the transfer and your funding information. You can then click '*Send Money*' and you're done!

If you purchase fuel, please leave a copy of the fuel receipt in the aircraft and make a notation in the '*Notes*' box of the PayPal purchase that your total is minus fuel purchased. Also, be sure to put your name on the receipt so we know who it belongs to.

If you have any questions, please feel free to contact Laura at 720-840-9695. We want to make this as painless as possible and still allow people another avenue to purchase flight time in our aircraft.

Thank you!