

# Reverse Cash Discount Program / Admin Fees

This document will cover the current release version and application of the **Reverse Cash Discount** program (also known as **Admin Fees**). For more information, see [Enable Admin Fees \(Reverse Cash Discount Program\) in the Knowledge Base](#).

**Note:** Reverse Cash Discount/Admin Fee settings **must** be configured by the Exatouch Tech Support Team.

## Overview

An **Admin Fee** is part of a fee mitigation program known as **Reverse Cash Discount**. [Figure 1](#) (below) shows an example of pricing in a compliant **Reverse Cash Discount** program).

Reverse Cash Discount Program Pricing Example		
Card Purchase	Cash Purchase	All Other Tenders Purchase
Regular Price: \$15.00	Regular Price: \$15.00	Regular Price: \$15.00
3% Admin Fee: \$0.45	3% Admin Fee: \$0.45	3% Admin Fee: \$0.45
Card Price: \$15.45	Cash Price: \$15.45	Other Tender Price: \$15.45

Figure 1

The **Reverse Cash Discount** program has the following stipulations, which are specific to current card brand rules and regulations:

- Merchants assess an Admin Fee on all purchases, including credit, cash, checks, and all other tender types.
- Tender Discounts are no longer offered in conjunction with Admin Fees.
- **Mandatory:** Signage advising that an Admin Fee will be assessed on all purchases must be displayed by the merchant at the point of sale as well as other physical and online locations.
  - **Signage wording (example):** *We accept all forms of payment including cash, checks, and credit cards. To offset the rising cost of business and operational expenses, all purchases paid will be subject to an Admin Fee of 3.00%.*
- Merchants are responsible for understanding all local and state laws regarding pricing disclosures.

**NOTE:** Contact the Exatouch Technical Support Team at 1-800-966-5520 – Option 3 or [help.exatouch.com](https://help.exatouch.com) to configure the Reverse Cash Discount/Admin Fee program.

*Reverse Cash Discount/Admin Fee settings must be configured to remain fully compliant with the latest regulations. This information will continue to be updated as compliance requirements change.*

## Admin Fee Settings

Correctly-configured **Admin Fee** settings are shown in [Figure 2](#) (right).

- **Admin Fee** is in the **Display As** field.
- The **Amount** selected can be set either as a **Percent** or **Dollar**.
- All **Tender** type toggles are activated under the **Apply To** heading.

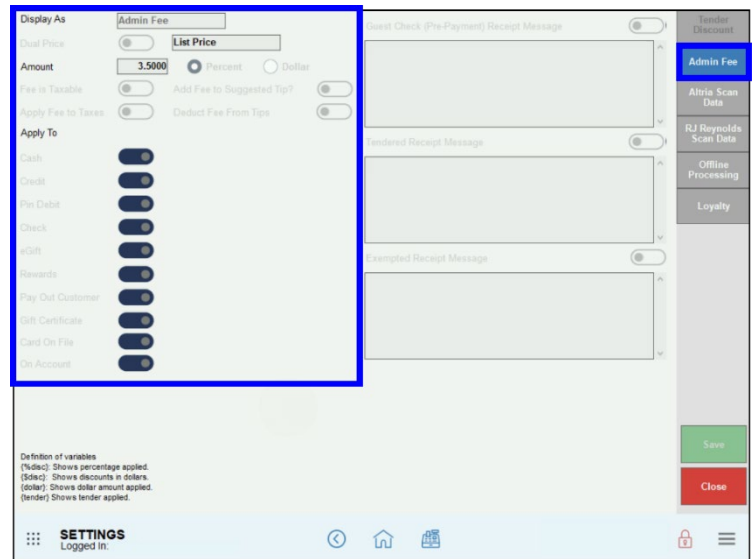



Figure 2

**Note:** *Quick Cash Payments* are not available when the Reverse Cash Discount Program has been implemented and Admin Fees have been enabled.

If any settings on the **Tender Discount** tab are enabled, the **Admin Fee** tab will be disabled.  
See [Enable Tender Discount \(Cash Discount Program\)](#) for more information.

## Transaction Receipts

**Admin Fees** display similarly on receipts for credit and cash transactions. On the credit and cash receipts to the right, a \$1.50 Admin Fee is included. See [Figure 3](#) (right).

<b>IT'S FIVE O'CLOCK SOMEWHERE</b> 3725 MIDDLE COUNTRY ROAD CALVERTON, NY 11933 800 966-5520 SERVER1	
Order #: 1040 Staff: EPI Agent Order date: XX/XX/XX 00:00PM	
1 Classic Blue Tie Dye Shirt 466788906451 @ \$25.00	\$25.00
1 Spearfish Amber Shirt 416612983762 @ \$20.00	\$20.00
1 Diet Coke 20 oz 426545114783 @ \$1.99	\$1.99
Item Total:	\$46.99
Admin Fee:	\$1.50
Tax:	\$3.38
Total:	\$51.87
Item Count: 3	
Credit:	\$51.87
Entry:	Swipe
Cardholder:	Fake credit card
Visa:	****1111
Auth Code:	5B1560
 Thank you for your business.	



<b>IT'S FIVE O'CLOCK SOMEWHERE</b> 3725 MIDDLE COUNTRY ROAD CALVERTON, NY 11933 800 966-5520 SERVER1	
Order #: 1033 Staff: EPI Agent Order date: XX/XX/XX 00:00AM	
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1 Spearfish Amber Shirt 416612983762 @ \$20.00	\$20.00
1 Diet Coke 20 oz 426545114783 @ \$1.99	\$1.99
Item Total:	\$46.99
Admin Fee:	\$1.50
Tax:	\$3.38
Total:	\$51.87
Item Count: 3	
Cash:	\$51.87
Cash Collected:	\$52.00
Change Due:	\$0.13
 Thank you for your business.	

Figure 3

## Add Admin Fee to Suggested Tips

**Admin Fees** may also be applied to suggested tip amounts on customer receipts. When processing payment, the **Suggested Gratuity Amount** values increase on customer receipts to reflect the application of the Admin Fees to tips. See [Figure 4](#) (right).

 <p>MAIN STREET MARKET 541 MAIN STREET HIGHLAND, IL 60035 800 966-5520 SERVER1</p>	
<p>Order #: 3211 Staff: Michael Smith Order date: XX/XX/XX 00:00PM</p>	
2 House Chardonnay 437242145914 @ \$4.50	\$9.00
1 Draft Beer 448852622481 @ \$7.00	\$7.00
Item Total:	\$16.00
Tax:	\$0.00
Total:	\$16.00
Item Count: 3	
<p>Suggested Gratuity Amount:</p> <p>10% » \$1.60 = \$17.60 15% » \$2.40 = \$18.40 18% » \$2.88 = \$18.88 20% » \$3.20 = \$19.20</p>	


 <p>MAIN STREET MARKET 541 MAIN STREET HIGHLAND, IL 60035 800 966-5520 SERVER1</p>	
<p>Order #: 3211 Staff: Michael Smith Order date: XX/XX/XX 00:00PM</p>	
2 House Chardonnay 437242145914 @ \$4.50	\$9.00
1 Draft Beer 448852622481 @ \$7.00	\$7.00
Item Total:	\$16.00
Tax:	\$0.00
Total:	\$16.00
Item Count: 3	
<p>Suggested Gratuity Amount:</p> <p>10% » \$1.65 = \$17.65 15% » \$2.47 = \$18.47 18% » \$2.97 = \$18.97 20% » \$3.30 = \$19.30</p>	

Figure 4

**NOTE:** Changes in federal banking regulations may result in adjustments to features in special pricing programs such as Reverse Cash Discount, Dual Pricing, and Cash Discount.