

**City of Brookhaven  
Mississippi**

P. O. BOX 560

ZIP 39602-0560

**"HOMESEEEKERS' PARADISE  
MICHAEL JINKS, CITY CLERK  
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**ALDERMEN/ALDERWOMEN:  
KAREN SULLIVAN  
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SHIRLEY ESTES  
FLETCHER GRICE  
DAVID PHILLIPS**

**JOE C. COX, MAYOR  
BOBBY BELL, CHIEF OF POLICE**

February 13, 2014

City Clerk's Office  
City Court  
Water Billing  
Airport

**RE: Credit Card Convenience Fee**

Beginning immediately there **MUST** be a 3% convenience fee charged with the use of credit cards for payments to the City of Brookhaven. (a minimum of \$1.00)

Example:	amount of bill	35.00
	<u>X 3%</u>	<u>1.05</u>
	Total Charged	36.05

The convenience fees must be accounted for and reported to the City Clerk at the end of each month

  
**Michael Jinks, CMC**

601-833-2362 (Office)

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