

Dear Nassau County Merchant:

Effective today, all merchants who operate an Automated Teller Machine (ATM) in any location other than a bank must register each ATM with the Office of Consumer Affairs. The purpose of this program is twofold: to ensure the safety of your customers while executing transactions at the ATMs, and, in the event of criminal activity does occur at the ATM, to assist law enforcement with their investigation.

The law requires all merchants to register each ATM with this Office annually for a fee of \$50.00 for those machines which are already in place. Should you bring any new ATMs into your establishments following the effective date of this law, there will be a one-time registration fee of \$100.00 per new ATM. In addition to the fee, all merchants are required to file a copy of the lease or operating agreement for your ATMs with this Office. All payments must be made by certified check or money order payable to: **The County of Nassau**.

This Office will provide a registration sticker that must be affixed to each machine. In addition, the law requires that the following safety measures be taken by each merchant with an ATM:

- (A) Provide adequate lighting which allows the user to see all other persons within the vicinity of the machine.
- (B) Provide a reflective mirror that allows the user to see behind them while using the ATM.

Enclosed is a registration packet for you to complete and return to this office within the next thirty days. Upon receipt, we will process your registration and return the required notice stickers for your ATMs. Failure to comply with the law or falsification of any of the registration forms may result in a violation punishable by a fine up to \$5000.00 and criminal prosecution.

Thank you for your attention and cooperation.

Very truly yours,

Roger C. Bogsted
Commissioner