

New Credit Card Merchant Application

Location Name: _____

Location Address: _____

Statement Address _____ Texas A&M University _____

_____ Attn: Patti Ponzio _____

_____ 6000 TAMU _____

_____ College Station, TX, 77843-6000 _____

Estimated Sales Volume _____ Estimated Avg Ticket _____

Reporting Needs:

Hard copy reports required? Yes No _____

Send Hard copy reports to? Location Address _____
Statement Address

Will credit card be present at the time of sale: _____ Yes _____ No

Will credit card not be present at the time of sale: _____ Yes _____ No

Type of Goods or Services Sold: _____

Will you be using Point of Sale software to process credit cards? _____ Yes _____ No

If your answer to the above question is yes, you will need to fill out the 3rd page of the application.

Warranty required? A warranty will provide customer service and maintenance on all equipment. In the event that your equipment should fail, a replacement device will be sent out to you within 24 hours with an additional cost of \$30.00 for shipping. The warranty charge is \$5.00 a month. If you do not carry the monthly warranty fee, replacement equipment will be at the cost of the department.

_____ Yes _____ No

FAMIS Account to bill credit card service charges _____

FAMIS Account to bill credit card return items: _____

Additional Contact Information

By university policy and in compliance with the PCI Data Security Standard (PCI-DSS), the General and Technical contacts are required to take annual training (provided online) in credit card security. See [SAP 21.01.02.M0.03](#) for more information.

General Contact

Name _____

UIN _____ Mail Stop _____

Phone _____ Fax _____

E-mail _____

Technical Contact

Name _____

UIN _____ Mail Stop _____

Phone _____ Fax _____

E-mail _____

ACH Return Contact

Name _____

Mail Stop _____

Phone _____

Fax _____

E-mail _____

Please provide the names and UINs of additional people who will have access (directly or indirectly through IT support) to multiple card numbers. This does not include cashiers who only have access to one card at a time, but DOES include back office professionals with access to batch reports and IT professionals with administrative access to hardware or software that *stores, processes, or transmits* cardholder data. Add additional pages if needed.

For merchants using **Point of Sale** equipment:

1. What third party software company/vendor did (or will) you purchase your POS Application from? _____
2. What is the name of the third party software? _____
3. Do your transactions process through any other third parties, web hosting companies or gateways? ____ Yes ____ No

If yes, who is it? _____
4. Do you or your vendor receive, pass, transmit or store the full cardholder number, electronically? ____ Yes ____ No
5. If yes, where is card data stored?

____ Merchant ____ 3rd Party Only ____ Both Merchant & Third Party
____ GAA Export Only
6. Are you or your vendor PCI-DSS (Payment Card Industry/Data Security Standard) compliant? ____ Yes ____ No
7. What is the name of your Qualified Security Assessor? _____
8. Date of compliance: _____