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**Financial Services Division**

**New Credit Card Merchant Service Request**

**Location Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Statement Address:** Texas A&M University- Corpus Christi

Attn: Banking Accountant

6300 Ocean Drive, Unit 5737

Corpus Christi, TX 78412-5737

**Estimated Sales Volume** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Estimated Avg Ticket** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reporting Needs:**

Hard copy reports required? Yes \_\_\_\_X\_\_\_\_ No \_\_\_\_\_\_\_\_\_

Send Hard copy reports to? Location Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statement Address \_\_\_\_\_\_\_X\_\_\_\_\_\_

**Will credit card be present at the time of sale**: \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_No If yes, attach Terminal Based Form

**Will credit card not be present at time of sale**: \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_No

**Type of Goods or Services Sold**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will you be using Point of Sale software to process** A. Credit Cards B. Terminal C. WEB Application Workplace

**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**

**Financial Services Division**

By university procedures and in compliance with the Payment Card Industry Data Security Standard (PCI-DDS), the General and Technical contacts are required to take annual training (provided online) in credit card security. See University Procedures 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail Stop\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the names and UIN’s 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Financial Services Division**

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 getaways? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

If yes, who is it?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you or your vendor receive, pass, transmit or store the full cardholder number electronically? \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No
2. If yes, where is card data stored?

\_\_\_\_\_Merchant \_\_\_\_\_3rd Party Only \_\_\_\_\_Both Merchant & Third Party \_\_\_\_\_GAA Export Only

1. Are you or your vendor PCI-DDS (Payment Card Industry/Data Security Standard) compliant? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No
2. What is the name of your qualified Security Assessor?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date of compliance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**New Location Application Terminal Based**

**Financial Services Division**

**Location Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Location Contact**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement Address**: Texas A&M University- Corpus Christi

Attn: Banking Accountant

6300 Ocean Drive, Unit 5737

Corpus Christi, TX 78412-5737

**Estimated Sales Volume**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Estimated Avg Ticket** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reporting Needs**:

Hard copy reports required? Yes X No\_\_\_\_\_\_

Send Hard copy reports to? Location Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statement Address \_\_\_\_X\_\_\_\_\_\_

**Financial Management Operations use Only**:

Tax ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chain School Association

Market Retail- Moto

**Depository Account #**

If different from account used by other locations, please include letter from bank on bank letterhead which states the transit routing #, DDA account #, and also states that this account will accept ACH debits and credits.

T/R # \_\_\_\_\_\_ DDA# \_\_\_\_\_\_\_\_

**Equipment Requirements**:

**Financial Services Division**

1. Do you require a new terminal for processing? See attached terminal equipment and price list.

\_\_\_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_\_ No

1. Do you require PC software? See attached terminal equipment and price list.

\_\_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_\_ No

1. Will you be using existing software and just require an additional terminal ID? If so, what software will you be using?

\_\_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_\_ No

Existing Software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is a manual imprinter required? Manual imprinters are required for imprinting sales drafts during downtime of terminal or when printer is not operational on terminal. The cost of the imprinter is $30.00

\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_ No

The location would like to order one manual imprinter

1. 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 at no additional cost. The warranty charge sis $5.00 a month per unit.

\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_ No

1. Please indicate below the account number the service charges will be applied to.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please indicate below the account number and subcode credit card return items will be applied to.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions or do not understand any of the above, please do not hesitate to contact Merchant Services at merchant.services@tamucc.edu

**ALL ORDERS MUST BE FOWARDED TO TAMUCC FINANCIAL SERVICES FOR PROCESSING**