

New Credit Card Merchant Service Request

Location Name: _____

Location Address: _____

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:

Send reports to: Email Address: _____

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 D. Paypal
PayFlow Pro

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

FAMIS Account to bill credit card service charges _____

FAMIS Account to bill credit card return items _____

Additional Contact Information

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.

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? _____

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-DDS (Payment Card Industry/Data Security Standard) compliant?

_____ Yes _____ No

7. What is the name of your qualified Security Assessor? _____

8. Date of compliance: _____

New Location Application Terminal Based

Location Name: _____

Location Address: _____

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:

Send reports to: Email Address: _____

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:

1. Do you require a new terminal for processing?

_____ Yes _____ No

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

_____ Yes _____ No

3. 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 _____

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

5. 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 Global Payments at 800-367-2638

ALL ORDERS MUST BE FOWARDED TO TAMUCC FINANCIAL SERVICES FOR PROCESSING