

UNIVERSITY OF LOUISVILLE
APPLICATION FOR A NEW MERCHANT ACCOUNT

Requestor Name: Requestor Title:

Department Name:

Shipping Address:

Department Email:

Dept. Phone #: 502-

Dept. Fax #: 502-

Who will be the Merchant Department Responsible Person (MDRP)? The MDRP is responsible for managing credit card transaction processing.

Primary Responsibility

Name:

Title:

Email:

Phone #: 502-

Secondary Responsibility

Name:

Title:

Email:

Phone #: 502-

UBM Information

Name:

Email:

Phone #: 502-

MID (Merchant ID) Account Name Requested:

What credit card brands would you like to accept as payment?

VISA/MasterCard (standard) Discover American Express (separate settlement)

Describe the goods, services, and/or gifts for which you will receive payments. Please be specific:

Is this an existing or new source of revenue?

Explain why your department wants to accept credit card payments.

Describe the frequency of credit card payments. Is this a one-time event? Are payments for seasonal or year-round activity? Provide detailed timeframes.

Will credit card be the sole method of payment? If not, what other methods of payment do you anticipate accepting for this specific purpose?

How do you plan to process these payments? (check all that apply)

- Face-to-Face (Card Present) Mail/Phone/Fax Order (Card Not Present)
 Internet *If Internet,* Virtual Terminal or Website

What method of processing would you prefer to use?

- Virtual Terminal (Internet Based) - Requires a dedicated work station whose *internet access is limited to credit card processing only*. A custom PCI firewall must be installed by the University's Information Technology department. Note: While the University has a global firewall protecting Merchants to an extent from threats outside the University, an additional PCI firewall is needed to protect from attacks inside the University. Costs include a one-time setup fee (\$390) and annual fees (\$182) will be incurred with this method.
- Credit Card Terminal Swipe Machine – Vx510 Est. \$312 (inc. shipping). A dedicated phone/fax line is required.
- Credit Card Cellular Wireless Terminal Swipe Machine – Vx610 Est. \$752 (inc. shipping). May also be used with a dedicated phone/fax line.

If you are planning to accept credit card payments via the Internet, please provide the following information:

Website URL:

Server name where the website is hosted:

IP Address: Dept. Phone #:

3rd Party Vendor if website is not hosted on a University server:

3rd Party Online Payment Gateway Processor
(i.e., Authorize.net):

Receipts may be printed on any printer to which your PC has access to or a Roll Printer can also be purchased. Indicate the # of Card Readers and roll printers you wish to purchase:

Card Readers (est. cost \$79) Roll Printers (est. cost \$269)

Enter 0 (zero) if you do not need equipment. The total cost for equipment will be charged to your MID and posted to your specified account code in the enterprise financial system.

Please estimate the annual dollar volume and number of transactions for each applicable credit card acceptance process:

Face-to-Face	\$ <input type="text"/>	# of Transactions	<input type="text"/>
Mail/Phone/Fax Order	\$ <input type="text"/>	# of Transactions	<input type="text"/>
Internet	\$ <input type="text"/>	# of Transactions	<input type="text"/>

Financial System Speedtype and Account Code

University Accounting will post funds received (full amount daily) and fees charged (total monthly) to the University's financial system. You will need to identify one Speedtype and one Account code for posting funds received and fees charged from our credit card processor. The same Speedtype and Account code may be used for both. You will not have to do anything unless you need to reallocate to other accounts.

Funds Received:	Speedtype: <input type="text"/>	Account Code: **	<input type="text"/>
Fees Charged:	Speedtype: <input type="text"/>	Account Code:	426207*

** Account code 426207 is setup specifically for credit card fees. It is your option to use this account or you can change it to the account you wish to use.*

*** Account Code for Revenue typically begins with a '4'. The only other options are a clearing account (130165), however, the department will need to be responsible for the reconciliation/reallocation of the account and need to obtain approval from University Accounting - who discourages the use of this option but is allowable. Another option is to send a grid to allocate with multiple speed types on a daily or weekly basis. The grid option will also need to be discussed with Univ. Accounting.*

User Accounts

User accounts must be setup for your staff to allow processing of transactions and/or access to the account for reports, etc. Users are set up individually with tailored privileges. For example, we can setup someone who can submit transactions and view reports, but not issue refunds or chargebacks. Conversely, we can setup a user who only can issue refunds or chargebacks. Manager level is recommended for issuing refunds.

After your Merchant Account is approved, we will need the [Merchant Account Users Setup form](#) completed with User Name, UofL User ID and the privileges you would like each User to have. Privileges can be adjusted at any time by the Treasury Department so what is setup initially can be adjusted or changed at your discretion.

Will any other departments, software packages or outside vendors be involved in the processing of credit card payments? If so, please identify all parties and describe their roles and responsibilities.

By signing this form, the Merchant Department Responsible Person (MDRP) acknowledges that he/she understands his/her role as outlined in the University's policies and procedures for [Credit Card Merchants](#) and accepts the responsibility of that role. Additionally, the MDRP recognizes that the liability for a breach is accepted by the Merchant should a breach occur due to negligence of the department to adhere to the University's policies and procedures for [Credit Card Merchants](#).

By signing this form, the VP/Dean or Director/Chair acting as the Merchant Executive Officer, approves of the business case presented by the department to become a Merchant, the information provided, and the designated Merchant Department Responsible person.

Signatures:

MDRP

Dean/Director or Chair

Date

Date

PLEASE RETURN COMPLETED AND SIGNED ORIGINAL APPLICATION TO:

TREASURY MANAGEMENT
CONTROLLERS OFFICE
SERVICE COMPLEX, 2ND FLOOR.

For Treasury Management Use Only

Date Application Received:

Merchant Account #:

AMEX #:

Discover #: