



Financial Management Operations

6000 TAMU | College Station, TX 77843-6000
(979) 845-5209, FAX (979)-845-2227

New Credit Card Merchant Service Request

Merchant account activation takes three weeks from the time the form is received by FMO. If your department only intends on using e-commerce, only Section 1 of this form is necessary.

Please refer to University SAP 21.01.02.M0.03 for information and procedures related to credit card collections.

Section 1: Account Information

Account Purpose: _____

(For example: conference registrations, merchandise, fundraising, etc.)

Location Name: _____

Location Address: _____

Location Contact: _____ **Location Phone:** _____

Estimated Sales Volume: _____ **Estimated Avg Ticket:** _____

Estimated "Go Live" Date: _____ **PIN Debit required (Y/N):** _____

FAMIS Account for *service charges*: _____

FAMIS Account subcode for *credit card return items*: _____

Financial Management Operations Use Only

Merchant #s

AMEX _____ DISC _____

V/MC _____

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 # _____



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Section 2: Transaction Requirements

This account will process payments using a hardware terminal.
 Mail/Fax payment | Telephone payment | In-person payment

1. Do you require a new terminal for processing?
 (Qty) _____ Vx520 (wired), \$205
 (Qty) _____ Vx680 (cellular wireless), \$399 + \$15/month
 (Qty): _____ Vx820 external PIN pad above units, \$245.
 (Qty) _____ Other:
 _____ None

2. Terminals come with a 1 year replacement warranty. An additional 2 years is available for \$19.95/unit, payable at time of purchase.
 _____ Add extended warranty (\$19.95).

3. Manual imprinters (using carbon copy sales slips) allow you to produce a sales receipt and capture a signature when your terminal is offline.
 _____ Add a manual imprinter (\$15.00).

OR

This account will conduct payments through e-commerce.
 TouchNet | Payflow | Other

This account will use a separate shopping cart system connected to the above payment gateway.

- Shopping cart name: _____
- Shopping cart is verified as PCI Compliant and the vendor contract includes required PCI language.

If you have any questions or do not understand any of the above, please do not hesitate to contact Patti Ponzio at (979) 845-5209 or Preston DuBose at (979) 845-8118.

**ALL ORDERS MUST BE FORWARDED TO TAMU
FINANCIAL MANAGEMENT FOR PROCESSING**