Texas A&M AgriLife
Administrative Services – E-Commerce

TEXAS A&M
AGRILIFE

# New Credit Card Merchant Application

Department Name: _____

Physical Address: _____

_____

Estimated Sales Volume _____    Estimated Avg Ticket _____

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

Type of Goods or Services Sold: _____

Will you be using a Point-of-Sale system or software to process credit cards? _____

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

Will you be purchasing a credit card terminal? _____ Yes          _____ No

**BILLING INFORMATION**

FAMIS Account to bill credit card service charges: _____ _____
FAMIS Account to bill credit card return items: _____ _____

**Additional Contact Information**

Business Contact(s)

| Name | _____ | Phone | _____ | Mailstop | _____ |
| UIN | _____ | Email | _____ | | |
| Name | _____ | Phone | _____ | Mailstop | _____ |
| UIN | _____ | Email | _____ | | |
| Name | _____ | Phone | _____ | Mailstop | _____ |
| UIN | _____ | Email | _____ | | |

Information Technology Contact

| Name | _____ | Phone | _____ | Mailstop | _____ |
| UIN | _____ | Email | _____ | | |

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Additional Training is required for A&M System employees who accept debit/credit card payments or are responsible for some part of the processing of card transactions.

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. The following listed individuals will receive notification of training assignment via TrainTraq.

| Name | UIN | Name | UIN |
|------|-----|------|-----|
|      |     |      |     |
|      |     |      |     |
|      |     |      |     |
|      |     |      |     |
|      |     |      |     |
|      |     |      |     |

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## For departments using Point of Sale (POS) equipment:

What third-party software company/vendor did (or will) you purchase your POS Application from?
_____

What is the name of the third-party software? _____

Do (or will) your transactions process through any other third-parties, web hosting companies or gateways?
_____ Yes      _____ No      If yes, who is it? _____

Do you or your vendor receive, pass, transmit or store the full cardholder number, electronically?
_____ Yes      _____ No      If yes, where is card data stored?
_____ Dept      _____ 3rd Party Only      _____ Both Dept & 3rd Party      _____ GAA Export Only

Is your vendor PCI-DSS (Payment Card Industry/Data Security Standard) compliant?
_____ Yes      _____ Noa