



## New Credit Card Merchant Application - Terminal

Department Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

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

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

Will credit card not be present at the time of sale: \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Will you be using Point of Sale software to process credit cards? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

### Warranty information:

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

#### Business Contact

Name \_\_\_\_\_ UIN \_\_\_\_\_

Mail Stop \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

#### Information Technology Contact

Name \_\_\_\_\_ UIN \_\_\_\_\_

Mail Stop \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_





For departments using Point of Sale (POS) 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 gateways?

\_\_\_\_ 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?

\_\_\_\_ Department \_\_\_\_ 3rd Party Only \_\_\_\_ Both Department & Third Party \_\_\_\_ GAA Export Only

6. Is your vendor PCI-DSS (Payment Card Industry/Data Security Standard) compliant?

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