New Merchant Credit Card Processing Application
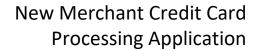
Oregon State University

Treasury Operations will review the information and contact you within ten business days. If you have any questions please email OSUElectronicPayments@oregonstate.edu or call us at 541-737-5862.
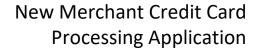
Part A: E-Commerce Merchant Survey

_____   _____
Merchant Name (DBA) to show on customer statements   Phone number to appear on customer statement

_____   _____ _____ _____
Street Address   City   State   Zip

_____
Merchant Manager

_____   _____   _____
Phone Number   Fax number   E-mail

58003
_____   Want to accept*: (check all that apply)   ☐ Visa   ☐ MasterCard
Treasury account number for deposits **and** fees   ☐ Discover

*MasterCard and Visa fees will be JVed directly to designated Index. Discover fees and chargebacks will be invoiced to the merchant and must be paid within 30 days.

Describe the product or service being offered:

Department Information: _____   _____
                             FSS Center   Organization Code

Merchant processing and recurring fees to be charged to: _____   28710   _____
                                                          Index   Account   Activity Code

How will you be receiving your sale/payment information?

○ In Person, Phone, or Mail - **FILL OUT PARTS B & D**   ○ Internet* - **FILL OUT PARTS C & D**

*A transaction is considered an Internet Transaction if the transaction is authorized/processed online through a payment gateway such as TouchNet. Accepting credit card information via e-mail is not secure and is prohibited by OSU .

Treasury/IT USE ONLY   ☐ Tsys   ☐ Elavon

Software Information

_____   _____   _____   _____
Software/Hardware Package Name & Version   Contact Name   Contact Phone   Estimated Start Date

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Part B: Customer provides card number in person, over the phone, or by mail

$ _____ per year
Expected Volume

Customer Present _____ %
Customer Not Present _____ %

$ _____
Average Transaction Amount

_____ Days
Delay in Product [1]

$ _____
High Sale Amt. [2]

$ _____ per year
# of High Sales [2]

[1] Delay between when a card is charged and when the item is shipped. Mark N/A if no physical product is shipped.
[2] Highest expected single sale amount and number of occurrences of highest expected sale amount per year.

Specify the model and the quantity of terminals needed. Please request a list of approved point of sale (POS) terminals from DFA IT at dfa.tech@oregonstate.edu. The devices indicated below will be ordered by and shipped to the Merchant Manager at the business address indicated on page 1. Upon receipt, the devices require registration with FDFAIT prior to being used.

Vendor	Model	Number of POS terminals to order

Index and Account to charge the cost of Point of Sale Terminal(s) and setup fees: _____ _____
Index   Account

Comments:

Part C: Internet Payment Processing

Internet transactions require special processing. U.S. Bank is responsible for ensuring that merchants are compliant with Visa and MasterCard regulations, and may be subject to fines for merchants who are not in compliance with Electronic Commerce requirements.

$ _____ per year
Expected Volume

$ _____
Average Transaction Amount

_____ Days
Delay in Product [1]

$ _____
High Sale Amt. [2]

$ _____ per year
# of High Sales [2]

[1] Delay between when a card is charged and when the item is shipped. Mark N/A if no physical product is shipped.

[2] Highest expected single sale amount and number of occurrences of highest expected sale amount per year.

Once U.S. Bank confirms the web site clearly provides the information below, a new Merchant Number will be ordered. U.S. Bank underwriters will then review the site and links provided below as well as process a test transaction. OST will inform the agency when the site is approved to go live for processing transactions.

Note: The agency must finalize the website and begin processing transactions within **90 days** of ordering the Merchant Number; otherwise, the Merchant Number will be closed, and the agency will need to reorder a Merchant Number.

Additionally, the agency may NOT make any subsequent website changes to the web site elements below, without prior approval by U.S. Bank's underwriters.

_____
DBA Name (same as Part A)

_____
Customer Service Phone Number
(Must match # on web site)

_____
Contact E-mail

Please check the following items and include active **web address URLs** if applicable. Do not submit the application until you can check all items below and have successfully completed a trial order in production.

☐ The name of my business (DBA name see above) is clearly stated on the website.

☐ The Customer Service Phone number (see above) or customer service email address is clearly posted on my website.

☐ The address for customer correspondence for my business (please enter below) is clearly posted on my website.

_____
Street Address

_____
City

_____
State

_____
Zip

☐ The Country of Permanent Establishment appears in the series of pages to checkout.

☐ The return and/or refund policy is clearly stated and appears in the series of pages to checkout in a click to accept format.

Describe where the return and/or refund policy can be found on your website:

☐ The delivery method and timing information appears prior to checkout and includes a policy for multiple shipments, if applicable.

Describe where the delivery methods and timing can be found on your website:

☐ The product and/or service offerings are clearly listed with prices included.

☐ The page where my customers' card information is entered contains a valid SSL certificate (True for TouchNet implementations).

☐ The accepted card brands are listed on my website with all other accepted payment methods.

☐ The following privacy policy/statement is clearly stated and accessible to all visitors: http://marketplace.oregonstate.edu/ustores/web/privacy_policy.htm

Describe where to find the privacy statement (e.g for TouchNet uStores: Privacy Policy can be found in the bar on the bottom of the page):

Transaction Page - This page MUST be secure and start with **https://** (instead of the standard http:// - without the "s"):

Please make an attachment for comments or additional documentation:

_____
Name of DFA IT
Technical Support Person

_____
DFA IT Technical Support Person Signature

_____
Date

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Part D: Roles and Responsibilities
Deposits
Merchants must deposit monies within one business day after collection or receipt of such monies. The individual(s) you identified as Daily Deposit Owner(s) below will be responsible for making these daily deposits via TouchNet Web Departmental Deposits. Please request the appropriate access for them by submitting a TouchNet Web Departmental Deposit Access form.

 Note: If your Merchant ID is for a TouchNet online merchant with a uStore and/or uPay site and you set Perform General Ledger Updates to 'Yes,' these daily deposits will occur automatically. You will not need to make TouchNet Web Departmental deposits. This functionality requires a valid Banner Detail Code.

To request a detail code please submit a Banner Detail Code Request form.

Daily Deposit Owner: _____

Daily Deposit Owner: _____

Merchant Manager: The new Merchant Manager must complete the background and Criminal History Checks required by the **Office of Human Resources Manual Policy Number 306**. By your signature below, you acknowledge you have primary authority and responsibility for all payment card transactions conducted for the merchant above. You acknowledge you have both fiscal and data security responsibilities for the proper use of the merchant
ID, including all of the items listed below. You acknowledge you will:

- o Complete PCI Awareness Training prior to working with payment card transactions.
- o Follow eCommerce policies and procedures.
- o Adhere to Cash Handling Handbook procedures.
- o Follow relevant Information Security policies.
- o Ensure merchant-level eCommerce policies and procedures are documented, documentation is current, and documents are provided as evidence to support PCI DSS validation processes. Include these documents with the SAQ packet you will submit within 30 days of receiving the merchant ID.
- o Provide annual training for all who handle cardholder data. Provide training for new staff when hired. Maintain list of trained staff.
- o Ensure all departmental staff involved in the use of the MID have taken the PCI Awareness Training prior to taking payments.
- o Manage communication about this merchant to stakeholders both inside and outside your department, including your Business Center.
- o TouchNet merchants are responsible for handling Posting and GL exceptions
- o Merchant managers are responsible for ensuring system access is immediately removed for users who no longer require that access.
- o Maintain PCI DSS compliance for the merchant. This includes year-round compliance efforts as well as signing and submitting the PCI DSS cover page, SAQ, and supporting evidence to meet stated deadlines during the annual PCI DSS assessment process. With Department/Business Unit IT, create and implement action plans to address PCI DSS compliance issues. **Within 30 days of receipt of the merchant ID, submit the first SAQ packet consisting of the Cover Page, SAQ and supporting evidence, including eCommerce policies and procedures, to BusinessOpsIT@oregonstate.edu.**

Merchant Manager

Printed Name: _____   Signature: _____   Date: _____

Financial Strategic Service Center: By your signature below, you acknowledge the new merchant request, recognize that the FSS Center may be asked to support the resolution of compliance issues and provide this merchant guidance on compliance with OSU policies.

Printed Name: _____   Signature: _____   Date: _____

Treasury Operations Approval

Printed Name: _____   Signature: _____   Date: _____

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