MERCHANT SERVICES ACCOUNT REQUEST/MAINTENANCE FORM
Saint Louis University

☐	New Merchant	☐	Request New Terminal
☐	Existing Merchant, New Payment Process/Application	☐	Request E-Commerce - SLU Marketplace Site
☐	Update Merchant Manager or Contact Information	☐	Request U-Pay Site
☐	Close Merchant Account	☐	Request Third Party Vendor/Terminal Set-Up

TRANSACTION DETAILS

Anticipated Frequency of Card Activity: Select One	**Projected Annual Sales ($):**

CUSTOMER RECEIPT DETAILS

Business Name:	**Phone Number:**
Address:	

PROCESSING DEVICE

☐ Point Of Sale (POS) Terminal Terminals are provided through our Merchant bank. Anticipate 6-8 weeks for setup and delivery. See page 2 for pricing. # of Terminals Requested:	☐ Wireless Point of Sale (POS) Terminal Wireless terminals transmit credit card data through a cellular network. Anticipate 6-8 weeks for setup and delivery. See page 2 for pricing. # of Terminals Requested:	☐ Third Party Terminal Third party terminals are required by a third party vendor. Name of Vendor: # of Terminals Requested:	☐ UPay Site University preferred payment gateway for use with University Websites or Third Party Vendors

E-COMMERCE

☐ E-Commerce Third Party Vendor Contract with Vendor must include PCI language and must be approved by the PCI Compliance Committee. Name of Vendor: Does the vendor require a payment gateway? NO Is the vendor PCI compliant? NO	☐ E-Commerce Marketplace Please copy/paste the link below into your browser to complete the form required for a SLU Marketplace Store Request. http://www.slu.edu/busfin/departments/treasury-and-investments/credit-cards-and-e-commerce/marketplace/marketplace-store-request

SLUCare Use Only

Customer ID Number:	Department Contact Name**:**	Number of Terminals Requested: E-Commerce Site Requested: NO

PAYMENT APPLICATION			
Describe the type of business activity that requires merchant processing:	**Select all methods in which credit cards will be processed:** ☐ POS ☐ E-Commerce 3rd Party ☐ Wireless ☐ E-Commerce Marketplace ☐ 3rd Party Terminal ☐ UPay Site	**Types of Credit Cards to Accept** ☐ Visa / MasterCard ☐ Discover ☐ American Express	**Banner Fund & Account to be Billed:** Fund: Account: **Name of Fund/Account to be Billed:**

Merchant Managers are responsible for the management of all aspects of merchant card processing related to their respective merchant. This includes compliance with all applicable policies and procedures as listed below, as well as oversight of all employees who handle or process credit card data. Managers are required to take the SLU PCI Compliance Training prior to the approval of any new merchant account or processing. This excludes those Merchant Managers who have already completed the training within the past year.

Merchant Manager Name:
Merchant Manager Office Address:
Phone Number:
E-Mail:

List all individuals within your department, including student workers, that handle credit card data:

Standard Pricing for Terminals:

FD130 Terminal with PIN Pad	$599.00
FD410 Wireless Terminal	$766.00
Clover Flex Wireless Terminal	$569.00

Standard Fees:

Wireless Terminal Fee	$15.00 per month
Standard Terminal Fee	$5.00 per month
Marketplace Fee:	2.25% of monthly total revenue
Processing Fees	$.10 per transaction + M/C/Visa/Discover/AMEX Interchange/Assessment Fees 2% - 3%

Please note that these prices are subject to change. For a more detailed breakdown of services and fees, please email merchantservices@slu.edu

Training for PCI Compliance must be completed by all employees that accept or will accept credit cards. For any questions, please contact Katelyn Zobrist at 314-977-2221 or merchantservices@slu.edu

APPROVALS

Merchant Manager Date

Department Head Date

Dean/Vice President Date

PCI Compliance Committee Date