

New Credit Card Merchant Service Request

- ▶ Merchant account activation takes 2-4 weeks from the time the form is received.
- ▶ Contact UTAMarketPlace@UTA.edu with TouchNet Marketplace questions.
- ▶ Contact acctserv@uta.edu with Accounting questions.

Account Information

Account Name UTA _____ ▶ Shown on customer's credit card statement.

Account Purpose _____

▶ Include products to be sold such as registration, merchandise, et cetera.

Physical Address _____

Department _____ Point of Contact (POC) _____

POC Phone _____ POC Email _____

Estimated Annual Sales Volume _____ Estimated Average Ticket Amount _____

Estimated Start Date _____ Is a PIN/Debit Required? Yes No

Sales ChartField

Cost Center _____ Fund _____ Function _____

Department _____

Merchant Account Service Charges

Cost Center _____ Fund _____ Function _____

Department _____

Will this merchant account conduct e-commerce payments *only* through TouchNet Marketplace? Yes No

Acknowledgment

I acknowledge that the account purpose does not include sales for any products/services included in Tuition & Fees. My department will comply with Payment Card Industry Standards (PCI) and Unrelated Business Income (UBI).

I am responsible for my department's compliance with PCI, credit card handling, UBI, sales tax, segregation of duties, timely reconciliation, and personnel training. Personnel will successfully complete training for PCI, Sensitive Personal Information, UBI, Sales Tax, credit card handling, segregation of duties, and export controls.

Signature (POC) _____

Date _____

Signature (Department Head) _____

Date _____

Signature (VP or Dean) _____

Date _____

Merchant Numbers (Business Affairs Use Only)

American Express _____

Visa, Mastercard, or Discover _____