

CREDIT CARD MERCHANT APPLICATION

Please return this form for BFS signatures to:
 samantha.roberts@colostate.edu -or-
 bfs_bursar@mail.colostate.edu

Phone: (970) 491-0260
 Banking Services
 6024 Campus Delivery
 Fort Collins, CO 80523-6003



SECTION 1: BUSINESS PROFILE

Dept. Name:	Contact Name:
Desired merchant name (must start with CSU):	Physical location Address & Dept. #:
Phone # (will appear on customer cc statement):	City, State, Zip:

SECTION 2: BUSINESS PROFILE AND ASSUMPTIONS

Briefly describe the nature of the business:

Credit card sales assumptions:	Annual MC/Visa volume:	Annual Discover Volume:	Annual AMEX Volume:
Monthly Volume:	MC/Visa Average Ticket:	Discover Average Ticket:	AMEX Average Ticket:
Merchant credit card acceptance method:	Retail (card present) <input type="checkbox"/>	MOTO (card not present) <input type="checkbox"/>	E-commerce (web)* <input type="checkbox"/>

SECTION 3: MERCHANT EQUIPMENT

<p>Retail & MOTO merchants require equipment:</p> <p>Desired Credit Card Processor: _____</p> <p>Credit Card Terminal Selection: _____</p> <p>Additional Equipment Needed: _____</p>	<p>E-Commerce Payment Gateway Options*:</p> <p>Authorize.net: <input type="checkbox"/></p> <p>SIPA (Colorado.gov): <input type="checkbox"/></p> <p>Nelnet:</p> <p>Other: _____ <input type="checkbox"/> provide justification</p> <p>Website address: _____</p> <p>Dept Web Developer Name: _____</p>
<p>SECTION 4: LIST PERSONNEL THAT WILL NEED ACCESS TO WEBSITE FOR SALES RECORDS/RECONCILIATION:</p> <p>_____</p> <p>_____</p>	

*Please see Payment Gateway Authorization form for pricing

SECTION 5: ACCOUNT INFORMATION AND REQUIRED SIGNATURES

By signing this application, the department agrees to follow University procedures outlined in the Business and Financial Services FPI 6-3 and FPI 6-6. A University merchant is not allowed to apply a surcharge to a credit card payment transaction. Banking Services reserves the right to suspend merchant accounts if guidelines are not followed. Contact Banking Services at (970) 491-0260 for more information.

KFS credit card clearing account:	-6684	KFS processing fee account:	-6683
Dept. Head/Date:	Dept. Accountant/Date:	Fiscal Officer/Date:	
BFS Campus Services Rep./Date:	BFS Banking Services Mgr./Date:	BFS Tax Mgr./Date:	