**PAYMENT CARD MERCHANT AGREEMENT**

This form is to be completed by the Merchant Department Responsible Person (MDRP). A form must be completed for each Merchant ID No.

*Check appropriate action:*

🗌 New Merchant Request 🗌 Annual Renewal**\***  🗌 Terminate Merchant

**\*** The following documentation must be attached with annual renewal:

* [Equipment Inventory Audit Checklist](https://financeadmin.lehigh.edu/sites/financeadmin.lehigh.edu/files/offices/finadmin/forms/Equipment%20Inventory%20Audit.xlsx)
* Current Departmental Procedures
* [Trained Employee List](https://financeadmin.lehigh.edu/sites/financeadmin.lehigh.edu/files/offices/finadmin/forms/Department%20Trained%20PCI%20DSS%20Employees.xlsx)
* A signed [Payment Card Security Awareness Acknowledgment](https://financeadmin.lehigh.edu/sites/financeadmin.lehigh.edu/files/offices/finadmin/forms/Payment%20Card%20Security%20Awareness%20Acknowledgment%20form.docx) for each person with access to payment card data

**New Merchant Requests**:

|  |
| --- |
| Merchant Name: |
| No. of Terminals Needed:  |
| Estimated Annual Credit Card Sales Volume: |
| Estimated Credit Card Average Sales Amount: |
| Estimated % of Credit Card Sales: Over the counter (%): Web-based (%): |

**General Information** (for renewal or termination requests):

*Provide as much information as possible in the spaces below to describe the method for processing credit cards*

*(ex. credit card terminal, website, outsourced to 3rd party, PC software)*

|  |
| --- |
| Merchant Name: |
| Merchant Account No.: |
| Hardware: |
| Third-party vendors: |
| Processors: |
| Other information: |

Departmental Approver (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approver Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit completed form and any required documentation to** **intreas@lehigh.edu** **or send**

**via campus mail to:**

Treasurer’s Office

Alumni Memorial Building