

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](#)
- Current Departmental Procedures
- [Trained Employee List](#)
- A signed [Payment Card Security Awareness Acknowledgment](#) 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