



Merchant ID Request Form

Instructions: This form is required to obtain Merchant ID number after you complete a Merchant Establishment form to establish authorization to process payment cards as a merchant. Please complete, sign, and submit this form electronically with any attachments to the **Office of Finance: PCI@odu.edu**

Department:	Today's Date:
Requester:	Desired Go Live Date:

Merchant Description

Merchant Account Name (22 characters max.):

Full Description:

Type of Processing

What method does your department desire to use to process payment cards?
Check all that apply:

Online	Website URL of launch page:
Payment Card Terminal	How many terminals will your department be purchasing?
	Terminal costs and monthly fees are the responsibility of the requesting department. Payment card terminals must be ordered through the Office of Finance.
	Campus location of terminal(s):
	Bldg/Room #:

How will payment cards be accepted?
Check all that apply:

Payment Card Terminal	By Fax	In person
Online via Other Provider -	By Mail	By phone
Provider Name:		

Online via TouchNet/uStore Site
 Person responsible for maintaining uStore:

Note: A uStore site allows a site manager to create stores and product pages with a shopping cart checkout feature, all on a secure platform. *uStores must employ the CAPTCHA setting within all products for added security. Ensure the CAPTCHA setting is set to "Yes" on all products in your store.**

Online via TouchNet/uPay Site
Note: The uPay site is built to connect with an existing web application that allows the payment information and transaction to take place on a secure platform.

If using TouchNet, you must include a completed User Request Form found at:

<https://www.odu.edu/finance/controller-s-office/credit-card-processingrules>

Are you selling taxable products? YES NO

***Old Dominion University is exempt from paying Virginia Sales Tax on purchases. However, it is NOT EXEMPT FROM COLLECTING TAX on sales made by the University. When a department sells tangible personal property, the department is responsible for collecting the sales tax, unless proof of tax exemption is obtained. Sales tax exemptions certificates should be kept on the file by the selling department following the retention schedule.

Are you shipping products? YES NO

***Each uStore's shipping class must be configured to include a mailed delivery method with "Shipping Address Required" enabled.

Security

Enter the employee name(s) and job titles who will be handling payment card information in your department.

NOTE: These responsibilities should be limited as much as possible, preferably to 3-5 people.

Name	Job Title	UIN	Student Worker?
			YES
			YES
			YES
			YES
			YES

Department Approval:

I confirm that I understand the risks and responsibilities associated with accepting and handling payment cards on behalf of Old Dominion University. I understand that it is my responsibility to inform the Office of Finance of any personnel changes, access or reporting issues as soon as they arise. I understand that it is my Department's responsibility for collecting sales tax for any tangible personal property, unless proof of tax exemption is obtained. By signing this document, I acknowledge and accept responsibility for the management of the account and all that it entails.

Budget Unit Director:

Signature: _____ **Date:** _____

Provost of Academic Affairs *if applicable*

Signature: _____ **Date:** _____

PCI Compliance Specialist Use Only:

Has Merchant been approved by Office of Finance?	YES	NO		
Has Merchant been approved by Provost for Academic Affairs? (if applicable)			YES	NO
Has ITS been notified?	YES	NO		
Signed confidentiality forms and procedures received:	YES	NO		
Selling taxable items?	YES	NO		
Third Party Software is PCI approved vendor?	YES	NO		
TouchNet User Request Form prepared?	YES	NO		

Signature: _____ **Date:** _____

Financial Accounting Supervisor:

Merchant ID# (Visa, Mastercard, Discover):

Datawire Device ID:

Terminal ID:

Date Activated:

Signature: _____ **Date:** _____