



Banking Services  
Business and Financial Services  
6024 Campus Delivery  
Fort Collins, CO 80523-6024  
(970) 491-7131  
FAX: (970) 491-2452

TO: Departments Accepting Credit Cards  
FROM: Banking Services  
SUBJECT: Changing Credit Card Clearing Account or Settlement Charge Account

**Credit Card Clearing Account**

Each merchant must set up an internal account number that will be used as a clearing account for credit card sales only. This account number is used when entering the departmental deposit on KFS. Please provide the seven-digit KFS account number and signature of the person authorized to sign for this account below:

Merchant ID#/Name: \_\_\_\_\_/\_\_\_\_\_ Date: \_\_\_\_\_

KFS seven-digit account number

Authorized Signature

\_\_\_\_\_

\_\_\_\_\_

**Credit Card Settlement Charge Account**

There is a cost associated with accepting credit cards as a method of payment. University departments that accept credit cards for payment of goods or services are responsible for the credit card processing fees.

In order to assess the merchant discount fee for your department's usage, we need a University KFS seven-digit account number and the signature of the person authorized to sign for this account listed below:

Merchant ID#/Name: \_\_\_\_\_//\_\_\_\_\_ Date: \_\_\_\_\_

KFS seven-digit account number

Authorized Signature

\_\_\_\_\_

\_\_\_\_\_

Please see Financial Procedure Instructions 6-3 for more information on the use of credit card clearing and settlement charge accounts. Return this signed memo to the Banking Services department, 555 South Howes Street, 6024 Campus Delivery. Contact our office at 491-7132, if you have any questions.