

CREDIT CARD MERCHANT APPLICATION

Colorado State University
 Banking Services
 6024 Campus Delivery
 Fort Collins, CO 80523-6003
 970-491-7132



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 volume:	Monthly volume:	Average ticket:
Merchant credit card acceptance method:	Retail (card present)	MOTO (card not present)	E-commerce (web)*

SECTION 3: MERCHANT EQUIPMENT AND PAYMENT GATEWAY INFORMATION

Retail & MOTO merchants require equipment:	IP credit card terminal option: Ingenico iCT250: Purchase \$299.95** Ingenico iCT250: Rent \$24.95 per month**
Payment Gateway options*: Please include website address: _____ Department web developer name: _____	Payment gateway options: Authorize.net: SIPA (Colorado.gov): Other: provide justification

*Please see Payment Gateway Authorization form for pricing

**Prices subject to change

SECTION 4: 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) 491-7132 for more information.

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