Business & Financial Services
Merchant Services
6024 Campus Delivery
Fort Collins, CO 80523
(970) 491-0260
FAX: (970) 491-2452

Please send this completed form to:
bfs_merchantservices@colostate.edu

Kuali Merchant Account Change Form

Date: _____

Merchant name: _____

Merchant ID#: _____

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 deposits on KFS.	
OLD KFS 7-digit number: Sub-account (if applicable):	NEW KFS 7-digit number: Sub-account (if applicable):
Credit Card Fee Account: There are costs 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.	
OLD KFS 7-digit number: Sub-account (if applicable):	NEW KFS 7-digit number: Sub-account (if applicable):

Name of Authorized Personnel: _____

Authorized Signature: _____