CREDIT CARD MERCHANT APPLICATION

Please return this form for BFS signatures to:
bfs_merchantservices@colostate.edu
Phone: (970) 491-0260
Banking Services
6024 Campus Delivery
Fort Collins, CO 80523-6024

SECTION 1: BUSINESS PROFILE	
Dept. Name:	Physical Location Address:
Contact Name:	City, State, Zip:
DBA Merchant Name (must start with CSU; 32-character limit):	
Phone # (will appear on customer cc statement):	Dept. #:

SECTION 2: BUSINESS PROFILE AND ASSUMPTIONS (This is based on your current dept. income/estimations to help us flag any unusual transactions, we cannot provide these numbers for you)			
Briefly describe the nature of the business:			
Annual Volume:	Average Ticket:	Highest Ticket:	
Merchant Credit Card Acceptance Method:	Retail (card present) ☐ Credit ☐ Debit	MOTO (card not present) ☐	E-Commerce (web) ☐	AMEX ☐

SECTION 3: MERCHANT EQUIPMENT

Retail & MOTO merchants require equipment:

Desired Credit Card Processor:
Credit Card Terminal Selection:
Additional Equipment Needed:

E-Commerce Payment Gateway Options:

SIPA (Colorado.gov): ☐	Nelnet: ☐
Other: _____ ☐	Provide Justification:
Website Address:	
Dept Web Developer Name:	

SECTION 4: LIST PERSONNEL THAT WILL NEED ACCESS TO WEBSITE FOR SALES RECORDS/RECONCILIATION:

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SECTION 5: 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) 491-0260 for more information.

KFS Credit Card Clearing Account: **-6684**	KFS Credit Card Fee Account: **-6683**	
KFS Sub-Account (if applicable):	KFS Sub-Account (if applicable):	
Dept. Head/Date:	Dept. Accountant/Date:	Fiscal Officer/Date:
Merchant IT Security/Date:	BFS Banking Services Mgr./Date:	BFS Tax Mgr./Date: