



**UNIVERSITY OF KENTUCKY
APPLICATION TO BECOME A MERCHANT DEPARTMENT**

Name: _____ Title: _____

SAP Dept. Name: _____ Dept. Number: _____

College/Division: _____

Email: _____ Phone #: _____ Fax #: _____

Name requested for Merchant Account (*This will be what shows on the transaction on a credit card statement. It should start with UK or UKHC. Example: UK Treasury Services*).

SAP G/L Account and Cost Center where funds will be deposited:

Revenue:

Cost Center: _____ G/L Account: _____

Expenses (i.e., processing fees):

Cost Center: _____ G/L Account: 530112

Describe the goods, services and/or gifts for which you will receive payments. Please be specific:

Is this an existing or new source of revenue?

For what specific purpose(s) will your department be accepting credit card payments?

**Note: Please review Business Procedure E-6-1 for Sales and Use Tax information. For questions regarding sales tax, please contact Accounting & Financial Reporting Services at 859-257-8889.*

Describe the frequency of credit card payments. Is this a one-time event? Are payments for seasonal or year-round activity? Provide detailed timeframes.

Will credit card be the sole method of payment? If not, what other methods of payment do you anticipate accepting for this specific purpose?

How do you plan to process these payments? (check all that apply)

- In-person (card present) Mail/phone/fax order* Internet

**Note: Credit card data should never be transmitted via e-mail correspondence. Faxes must be secured and only accepted on analog fax machines not connected to the UK data network.*

Which equipment do you need to process credit cards?

All credit card terminals and devices in use at UK are required to utilize a certified point-to-point-encryption (P2PE) solution. No exceptions will be made.

- Bluefin P2PE Credit Card Terminal Pax A80 - \$318.00 plus shipping/Monthly P2PE Device Fee of \$15.00 and \$0.10 per transaction fee for Encryption & Decryption.)**
Note: Requires active ethernet data port. Contact UK ITS for more information.
- Bluefin P2PE Credit Card Terminal Pax A920 - \$450.00 plus shipping/Monthly P2PE Device Fee of \$15.00/Monthly \$0.10 per transaction fee for Encryption & Decryption.)**
Note: Up to \$20 per month for cellular service will be charged.
- Bluefin P2PE SRED Keypad - \$271.00 plus shipping/Monthly P2PE Device Fee of \$15.00/Monthly \$0.10 per transaction fee for Encryption & Decryption.)***
Note: To be utilized with P2PE browser-based applications with Treasury Services approval.
- None**
Note: When accepting online credit card payments (eCommerce), no equipment is required.

If you are planning to accept online credit card payments (eCommerce), please provide the following information: (All fields must be completed and accurate)

Website URL: _____

Server name where the web site is hosted: _____

Website IP Address: _____

3rd Party Vendor if website is not hosted by UK: _____

Choose your preferred Online Payment Gateway Processor

- Bluefin**
- Authorize.net**
- Other:** _____

Will any other departments, software packages or service providers be directly or indirectly involved in the processing of credit card payments? If so, please identify all parties and describe their roles and responsibilities.

