



# The University of Michigan Credit Card Merchant Internet Processing Registration Form

Rev 2/19/18

**To become a credit card merchant (accept credit cards through the Internet):**

- 1) Read the Merchant Services Policy document and complete title page and signature pages.
- 2) Complete this registration form.
- 3) Complete the My LINC Merchant Certification TME102 course.
- 4) Complete the PCI Self-Assessment Questionnaire.

MERCHANT INFORMATION	Please Type Entries					
Merchant Name <i>(max of 25 characters)</i>						
Building Address						
Street Address						
City, State, Zip						
Merchant Contact <i>(same as merchant contact on merchant policy document pg 19)</i>						
Phone Number <i>(10 digits)</i>						
Fax Number <i>(10 digits)</i>						
E-mail Address						
Merchant Customer Service phone # - which will appear on all customer credit card statements						
Credit Cards to be Accepted:	<b>AMERICAN EXPRESS, DISCOVER, MASTERCARD, &amp; VISA</b> <i>(Standard cards that all merchants accept)</i>					
For <b>Online / E-commerce Merchants</b> indicate the PCI Compliant Gateway (e.g., Nelnet, Authorize.Net, etc.)						
Web URL(s) or IP address(es) if known:						
For <b>Software Processing Merchants</b> indicate the PA DSS Compliant Software and Version (e.g., Shift4 Co. Safeswipe -Vers 1.0)						
Indicate Chartfields* of your choice for the following:						
	Account (6)	Fund (5)	Dept ID (6)	Program (5)	Class (5)	Project/Grant (0-15)
Revenue & Chargebacks						
Processing Fees & Equipment Cost	613200					

\* Please call UM Shared Services Center Financial Services at 734-615-2000 if you have any chartfield/account questions.

Actual Signature of Dept Administrator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Print Name of Dept Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

SEND THIS FORM and COMPLETED PAGES 1, 19 & 21 OF THE MERCHANT POLICY DOCUMENTATION TO:  
merchantservices@umich.edu or Treasurer's Office/Merchant Services 10090 Wolverine Tower, Zip 1283  
**Questions? Call 734 615-6123**