



## The University of Michigan Credit Card Merchant Registration Form for Credit Card Terminals Only

**To become a credit card merchant (accept credit cards in person, by mail or phone):**

- 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>(must be the same as merchant contact on merchant policy doc page 19)</i>	
Phone Number (10 digits)	
Fax Number (10 digits)	
E-mail Address	
Your customer service phone # - which will appear on customer credit card statements	
Will most customers pay <b>in-person</b> or by <b>phone/mail</b> ?	
# of credit card terminals to buy @ \$475 each:	
Phone prefix for an outside line required?	<i>(e.g., 9, #8, 8, 97, etc.)</i>
Indicate Chartfields* of your choice for both rows of 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 Unit Administrator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Print Name of Unit 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**