

# Merchant Tip of the Month

February 2016

## *Did you know...*

- **It is against university policy to store credit card numbers. It is only acceptable to retain up to the first six digits and last four digits of the card number.**
- **If you utilize a physical form to obtain credit card (CC) information, here are some options for remaining compliant:**
  - **Capture CC number at bottom of form and remove and shred this portion once transaction is complete.**
  - **Physically remove the CC number using a hole-punch.**
- **It is NOT acceptable to black out the CC number using any type of marker or white out.**

*Questions? Please contact Merchant Services at [merchantservices@umich.edu](mailto:merchantservices@umich.edu).*