

The University of Michigan Chartfield Change Form for Merchant Account

Rev 10/9/19

Enter Merchant Account #:

(aka MID, 9 digits, drop leading "4445" if present)

Enter Merchant Account Name:

To update Revenue and/or Fee Chartfields on exiting Merchant Accounts

Please have the Merchant Contact (as identified in MPathways) submit this completed form to Shared Services Center (SSC) Accounting Customer Service at: accountingcustomerservice@umich.edu.

MERCHANT INFORMATION	<i>Please enter only the information you wish to be changed.</i>					
Indicate Chartfield Changes Below:	Please type or write clearly.					
	Account (6)	Fund (5)	Dept ID (6)	Program (5)	Class (5)	Project/Grant (0-15)
Revenue & Chargebacks						
Processing Fees & Equipment Cost	613200					

If you have questions related to financial accounts and/or chartfields, please contact:

SSC Accounting Customer Service
734-615-2000 press 3, press 4
accountingcustomerservice@umich.edu