



APPLICATION FOR PAYMENT CARD MERCHANTS

To be completed by departments that would like to accept payment cards (Visa, Master Card, American Express, Discover cards and debit cards) as a form of payment for tuition, goods and/or services, receipt of donations, credit non-credit courses, conferences, seminars, tickets and other approved institution related products.

Please read Procedure [10-010 USNH Payment Card data Security Procedure](#), prior to completing this application to make sure that your department will be able to comply with all the requirements listed in this procedure.

Application must be submitted to your Campus Finance/Administration Office. Once the application has been approved, please allow at least five to seven business days

Use:

What is the main purpose of this merchant account (i.e. registration fees, tuition for non-credit courses, tickets for events)? Please list all that apply.

Note: If assistance with the "estimated annual payment card volume" is needed, please call your Campus Finance/Administration Office.

Chargeback Information:

Mail "Chargebacks" to (Provide name, title and address including building and room #)

Name

Title

APPENDIX A: Continuation sheet- AcceptancePOS

Connectivity type (Check one):

PN: Dial up: Prefix to dial out:_____ Data plan: Wi-Fi Connection:

Model #_____

Connectivity type (Check one):

PN: Dial up: Prefix to dial out: