

CREDIT CARD MERCHANT ACCOUNT REQUEST FORM

Use of a credit card terminal requires an analog telephone line. Contact UAB Communications at uabcomm@uab.edu in order to install an analog line if you do not have one available.

If you have any questions or need assistance completing this form, contact Sonya Nickolson at sonyan@uab.edu or 205-975-8315.

Merchant Account Contact Information

Vice President/Dean

Name _____

Physical Office Address _____

Campus Mailing Address _____

Phone Number _____

BlazerID _____

Email _____

Business/Fiscal Officer

Name _____

Physical Office Address _____

Campus Mailing Address _____

Phone Number _____

BlazerID _____

Email _____

Account Manager

Name _____

Physical Office Address _____

Campus Mailing Address _____

Phone Number _____

BlazerID _____

Email _____

Department Deposit Contact

Name _____

Physical Office Address _____

Campus Mailing Address _____

Phone Number _____

BlazerID _____

Email _____

Department Technical Contact

Name _____

Physical Office Address _____

Campus Mailing Address _____

Phone Number _____

BlazerID _____

Email _____

Merchant Account Information

DBA (Doing Business As) Account Name (24 character Limit) UAB _____
Oracle GL Account Number (to debit processing fees) _____
Estimated Annual Sales Volume (in dollars) _____
Estimated Average Sales Ticket Amount _____
Type of Services Provided or Products Sold _____

Card Types to Accept:
___ Visa/MasterCard/Discover
___ American Express

Quantity of First Data Credit Card Terminals Needed.
___ Wired
___ Wireless (Cellular)

If you are using a POS system, or processing payments through the internet, please complete the question below.

Software Name _____

UAB is committed to complying with all commercial standards regarding the security and privacy of payment card transactions. Review the [Payment Card Processing and Security Policy](#) as well as the [UAB PCI Entity Handbook](#). The security policy applies to all UAB employees and any unit that processes payment card information in a physical or electronic format on behalf of the UAB enterprise. The UAB PCI Entity Handbook provides step-by-step instructions on requesting a new merchant account, approval and registration procedures, compliance certification, entity responsibilities and technical security requirements.

Dean Associate Vice President - **Signature**

Dean Associate Vice President - **Print Name**

Department Head - **Signature**

Department Head - **Print Name**

Merchant Account Manager - **Signature**

Merchant Account Manager - **Print Name**