

Boston University
Merchant Application



Please complete the application online then print for signatures. Hand written forms can be difficult to read and could cause a delay in processing. Cashier Services cannot process any gift/donation payments. Please contact Development Alumni Relations Office directly.

Application Submission Date:

Contact Name:

Title:

Department:

Address (including city and zip):

Merchant Name (25 characters)::

(This description will appear on your customer's statement)

Email:

Phone Number:

Customer Service Phone number:

Fax:

IT WEB Developer Contact:

Third party company's name if this is NON-BU:

Email:

Phone Number:

Fax:

How often will you be collecting credit card payment?

One Time

Once a year

Throughout the year

Describe in details what you are collecting credit card payments for:

Will there be sales tax?

How do you plan to process credit card payments? (check all that apply ~ double click on box to check-off)

☐ WEB ☐ In-person (card present) ☐ Mail/phone/fax order

***Special training and equipment will be required to process in-person and/or mail/phone transactions.*

SAP account numbers (Cost Center and GL account) for the incoming payments. We cannot post credit card revenue to any grant account.

Anticipating annual dollar volume:

Yearly Sales:

Average Ticket:

All individuals are required to complete a Blackboard training course to meet Payment Card Industry DSS requirement.

***** If you are under SDM, MED, SPH or a self-supporting department, you are responsible for all credit card fees.***

Important: Online payments are strictly for consumer-initiated transactions meaning the customer enters their own credit card information. BU Employees cannot use any public web page, including the BU web page, to enter cardholder data on behalf of the customer on a Boston University computer without an (P2PE) device approved by Cashier Services.

Signatures: _____
Department Head Date

Please submit completed and signed form to:

Lisa Wong, Cashier Services
881 Commonwealth Avenue, 4th Floor.
Fax: 353-2734 Phone: 358-0369
Email Address: lwong@bu.edu

Your request may take up 4 to 6 weeks to process if new merchant accounts and hardware equipment are required.