



Payment Card Merchant Feasibility Questionnaire

UNT

UNT Dallas

UNT HSC

Please answer all questions thoroughly and include as much information as possible. This questionnaire is essential for determining whether accepting credit cards will be feasible for your department. The questionnaire will also help identify what steps must be taken before determining a potential timetable for your implementation process.

Credit card merchants must comply with PCI DSS standards in order to adequately protect cardholder information. **Each department will play a key role during the implementation process as well as any identified compliance requirements.**

Department Name: _____

DBA (Doing Business As)*: _____

**24 letter/space max – must begin with Institution name (example: UNT Parking Permits)*

Main Dept Designee: _____ Title: _____

E-mail: _____ Phone #: _____ Fax #: _____

Designee Supervisor: _____ Title: _____

Alternate Dept Designee: _____ Title: _____

E-mail: _____ Phone #: _____

Department IT Contact: _____ Title: _____

E-mail: _____ Phone #: _____

Annual Total Sales (est):\$ _____ Annual Volume (Est # of trans): _____

Maximum Ticket Amount (est):\$ _____ Average Ticket Amt (est):\$ _____

Deposits Chart of Accounts:

Fees Chart of Accounts:

1. What types of services will be provided (ie., conference fees, events, ticket sales, etc.)?

2. Will this be a one-time or ongoing payment (ie., payments collected during a specific time period or season, collected throughout the year, etc.)? If so, when is the busiest period(s) of the year?

3. How do you anticipate to process credit card payments? (Check all that apply)

In person (card present)

Mail/Phone/Fax

Online

Mobile

4. If you anticipate using web-based applications, what website would the customer access to make their payment?
