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**MERCHANT AGREEMENT**

**For Payment Card Processing**

Complete this merchant agreement for EACH merchant location and send completed document to Office of Treasury, intramural mail Box 278960. For questions, contact:

* Maryna Lozovatskiy at [mlozovat@ur.rochester.edu](mailto:mlozovat@ur.rochester.edu) or 276-7870
* Kathy King-Griswold at kath[y.king-griswold@rochester.edu](mailto:king-griswold@rochester.edu) or 275-6968.

Please refer to[*http://www.rochester.edu/adminfinance/treasury/payment-card.html*](http://www.rochester.edu/adminfinance/treasury/payment-card.html)for FAQ on merchant processing.

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**TO:** Kathy King-Griswold, Associate Treasurer

**FROM:** (Affiliate/Department/Division)

**SIGNATURES**:

(Merchant, Responsible Manager Name and Signature)

(Dean, Chair, Director, VP or MC Finance Officer Name and Signature)

I, (Hereafter the “Merchant”) agree to accept and process payment card transactions from customers/patients. I have read and will comply with the UR Payment Card Policy, and agree that my school or division will be financially responsible for the cost of implementation, equipment, and set up, ongoing merchant processor fees, daily and monthly reconciliation, chargebacks, disputes and any costs or losses incurred due to loss of data or unauthorized disclosure of payment card information processed by my school or division. I agree to require Merchant staff to receive annual training through MyPath and annual review for PCI compliance.**If compliance with this agreement is not maintained, payment card acceptance privileges may be revoked.**

If Merchant does not use a payment card terminal and uses software or point of sale software that is PCI approved and approved by the University’s PCI project team, the Merchant will provide annual certification of PCI compliance to Office of Treasury.

For those Merchants on UR Financials, all depository processing of payment card receipts will be posted to UR Financials automatically via First Notice Rules, unless otherwise arranged. This means that the daily batch settlement processing in my department will automatically post to the revenue category (RC) provided in this agreement. It is therefore necessary for my school/division to take appropriate actions for special handling of any exceptions that become necessary in the future that would not be posted to the RC provided.

Any changes to data in this agreement must be forwarded to [treasury@rochester.edu.](mailto:treasury@rochester.edu)

Please complete appropriate section below:

*Merchant DBA name is limited to 23 characters, including spaces.*

*Merchant DBA name, address and customer service phone number will appear on the customer’s credit card statement.*

*Revenue FAO including revenue category to record revenue received and any chargebacks that occur*

*Expense FAO including spend category to be charged for the monthly fees, supplies, equipment, etc.*

*Merchant DBA name is limited to 23 characters, including spaces.*

*Merchant DBA name, address and customer service phone number will appear on the customer’s bank statement.*

*Revenue FAO including revenue category to record revenue received and any chargebacks that occur*

*Expense FAO including spend category to be charged for the monthly fees, supplies, equipment, etc.*

*Please provide vendor contact name and phone to assist with any technical gateway set up questions.*

*Outlet DBA name, address and customer service telephone number will appear on the customer’s bankcard statement.*