



OFFICE OF THE CONTROLLER, 10/290

Dianna Zaia

Associate Controller

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**PLEASE TYPE OR PRINT CLEARLY**

**NEW MERCHANT ID REQUEST FORM:**

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Will you be accepting credit cards online (ie through MarketPlace)? Yes\_\_\_ No\_\_\_

If not online will your require a credit card terminal? Yes\_\_\_ No \_\_\_ NA\_\_\_

Cards accepted (please check all that apply):

American Express \_\_\_\_\_  
Mastercard \_\_\_\_\_  
Discover \_\_\_\_\_  
VISA \_\_\_\_\_

Estimated annual sales volume \$ \_\_\_\_\_ Estimated ticket price \$ \_\_\_\_\_

Will any transactions credited to this merchant id be subject to sales tax? Yes\_\_\_ No \_\_\_

Department: \_\_\_\_\_

Department Contact Person: \_\_\_\_\_

Contact Person email: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Departmental Index (to charge interchange fee approx 1.8% of sales) \_\_\_\_\_

Authorized Signature (College Administrator) \_\_\_\_\_

Printed Name & Title \_\_\_\_\_

Date: \_\_\_\_\_

**Please fill out form in entirety and send to Dianna Zaia, [dzaia@fau.edu](mailto:dzaia@fau.edu) or Fax # 561-297-1060. Please allow 15 business days for processing.**