

FORM C - Merchant with E-Commerce Processing

Payment Card Merchant Account Profile Information

Fiscal Year

Merchant Information:

Merchant #	DBA Name	Department (if different than DBA)

Address	Campus Zip	Contact for Monthly Allocation Info

Business Manager	Phone #	Accounting Coordinator	Phone #

Products / Services Sold Via Payment Cards:

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Processing Methods:

Card payments are received via the following payment channels (check all that apply):

Website –entered by customer	Other (please explain)	
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Payment Applications:

Third-Party Service Provider	Website Address of Store	URL Where Card Information is Entered

System Administrator	Phone #	Departmental IT Support Contact	Phone #

This document accurately reflects the credit card process for the merchant number specified above.
No other payment channels are utilized by this merchant number in the processing of payment cards.

Signature of Department Head / Business Manger

Date