**Merchant Survey**

**General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department Name:** |  | **Location:**  |  |
| **Department ID:** |  | **Dept. website:** |  |
| **Division name:** |  | **Division website:** |  |
| **Dept. Description:** |  |

**Department Contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Title** | **Email** | **Telephone** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Payment Acceptance Methods**

|  |  |  |
| --- | --- | --- |
| **Method** | **Accepted** | **Details** |
| In-person (face to face): | ☐ | *Do you accept face-to-face card transactions (e.g. swiping, entering into system)?* |
| eCommerce: | ☐ | *Do you accept online payments?* |
| Phone: | ☐ | *Do you accept payments over the telephone?*  |
| Fax: | ☐ | *Do you accept payments via fax?*  |
| Mailed: | ☐ | *Do you accept payments that come in via the US Post Office?*  |
| Emailed: | ☐ | *Do you accept payments via email?*  |
| Interagency Mail: | ☐ | *Do you accept payments that come in from across campus?* |

**Equipment** (if known)

|  |  |  |  |
| --- | --- | --- | --- |
| Host Terminal Type |  | Virtual Terminal Type |  |
| Hard Wired Connection | [ ] Yes | [ ] No | IP Address(es) |  |
| Wireless Connection | [ ] Yes | [ ] No | IP Address(es) |  |
| Location (Address) |  | Other Detail |  |

**Storage** (if known)

|  |  |  |  |
| --- | --- | --- | --- |
| Paper/Forms/Printed | *Do you store any documents with credit card or ACH information (card number, expiration, CVC, bank account number, routing number)?* | Yes [ ]  | No [ ]  |

**Additional Notes**