



REQUEST FOR MERCHANT ACCOUNT

Office of the State Treasurer Arizona
1700 W. Washington Street, Suite 102, Phoenix, AZ 85007
Send completed form to banking@aztreasury.gov
(Type or print information)

Agency and Requestor Information:

Date: _____

Agency Name: _____

Agency Address: _____

Requestor Name: _____

Phone Number: _____ Email: _____

Merchant Account Information:

Purpose of Merchant Account: _____

Merchant Entitlement:

Visa Annual Volume: _____ Average Ticket Amount: _____

Mastercard Annual Volume: _____ Average Ticket Amount: _____

Discover Annual Volume: _____ Average Ticket Amount: _____

American Express Annual Volume: _____ Average Ticket Amount: _____

ACH/E-Check Annual Volume: _____ Average Ticket Amount: _____

Settlement Bank Account Information:

Existing Account Number: _____ Current CashPro ID: _____

Bank Account Name: _____

Requesting New Bank Account, Please complete page 4 "Request for Agency Bank Account for Merchant Services" form.

Request and Certification:

In accordance with ARS 35-142, I hereby request the establishment of an agency merchant account in the name of the agency specified above

- I certify that the merchant account will be used for a valid public purpose and will be consistent with applicable statutes, laws, appropriations, grants and contracts.
- I certify that I will administer the merchant account in accordance with policies and procedures established by the Arizona State Treasurers Office and the Arizona Department of Administration.
- I certify that with the establishment of a merchant account the agency will assume responsibility for compliance with the Payment Card Industry Data Security Standards and the State of Arizona policy and guidelines.
- The following agency official is the designated custodian of the bank account and is charged with handling and accounting procedures.

Signature of Requestor_____
Signature of Agency Head_____
Name of Requestor_____
Name of Agency Head_____
Title of Requestor_____
Title of Agency Head**Treasurer's Office Use Only**_____
Received By and Date_____
Approved By and Date

Additional Information:



PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI-DSS) AND MERCHANT RESPONSIBILITIES ACKNOWLEDGEMENT

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To support an agency’s decision to become a “merchant”, allowing it to accept and process credit cards, the Office of the State Treasurer Arizona administers the State of Arizona’s Merchant Services contract and registration.

State agency merchants are subject to, must understand, and comply with all rules, regulations and contractual provisions regarding the handling of payment cards. The regulations include the Payment Card Industry Standards and the Card Association’s (representing MasterCard, VISA, American Express and Discover Card) merchant requirements. All State agency “merchants” are required to comply with these regulations and requirements to continue to accept payment cards. In the event of non-compliance, the Office of the Treasurer Arizona reserves the right to revoke those privileges until such time as compliance is achieved.

To assist agencies, the Office of the State Treasurer Arizona and ADOA-ASET have contracted with online service providers to offer State agency merchants with Payment Card Industry Data Security Standard (PCI DSS) compliant options for accepting online credit card payments.

Non-compliance with the Payment Card Industry standards puts the State of Arizona at risk for:

- Large monetary fines assessed to your agency and/or the State of Arizona
- Loss of merchant status for your agency
- Possible loss of merchant status the State of Arizona

General Rules, Regulations, and Guidelines

1. All State of Arizona agency “merchants” are required to review the Payment Card Industry Data Security Standard (PCI DSS) located online at <https://www.pcisecuritystandards.org/>.
2. If your agency processes credit card data in any form (card present and card not present environment), it needs to be in compliance with Payment Card Industry Data Security Standards (PCI DSS).
3. All eCommerce gateways need to be PCI DSS certified and compliant with the State of Arizona’s security requirements.
4. All electronically captured information must be in an encrypted secure socket layer (SSL) that meets the PCI DSS requirements with minimum need-to-know basis access to cardholder information.
5. Vendor technical documents provided to the agency “merchant” must be kept in a secure location and not shared with anyone without a valid reason.
6. To meet the Arizona Revised Statute (A.R.S) § 18-545 (Notification of Breach of Security System), the PCI-DSS payment card industry provisions and requirements, all suspected and/or confirmed security compromises need to be reported immediately to the Office of the State Treasurer Arizona and ADOA-ASET. If a breach has occurred with respect to the data stored by your agency, the agency will be responsible for any and all externally imposed fines as well as the costs associated with bringing your location into compliance.
7. It is prohibited to store card information and card-validation codes (three-digit value printed on the signature panel of a card) on any State of Arizona computer, database or server. Your agency must protect cardholder data by keeping it secure and confidential.
8. Your agency must not collect card numbers and card information via any non-secure medium such, but not limited to, e-mail, unsecured or network fax machines, or cell phones.
9. On behalf of your agency, you agree to maintain all card documentation containing card account numbers in a secure environment, restricting user access to payment card account numbers to a need-to-know basis. Secure environments include locked drawers, file cabinets in a locked office, and safes. Credit card receipts and card documentation need to be treated in the same manner you would treat large sums of cash. Your agency is responsible for any losses due to inadequate internal controls. All card account numbers must be cross shredded within twenty-four (24) hours of receipt and must comply with A.R.S. § 44-7601.
10. You agree that your agency will not disclose or acquire any information concerning a cardholder’s account without the cardholder’s consent. You or your agency will not sell, purchase, provide, disclose or exchange card account information or any other transaction information.
11. Your agency will treat the following as high-risk transactions: use of an anonymous e-mail address, shipping address from overseas, prisons, hospitals, or mail drops.

***By signing this form, your agency is approving the establishment of this merchant account and assumes responsibility for compliance with the Payment Card Industry Data Security Standards and the State of Arizona policy and guidelines as outlined above and in the attached document.**

Signature of Requestor

Signature of Agency Head

Name of Requestor

Name of Agency Head

Title of Requestor

Title of Agency Head



NORTH ADDITIONAL LOCATION SETUP FORM

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Existing Processing Merchant ID (to mirror set-up): _____

Requestor Name: _____

Requestor Phone: _____

Requestor Email: _____

Legal Name: _____

Tax Payer ID: _____

IRS Filing Name: _____

Legal Signor Name: _____

Legal Signor Title: _____

DBA Name: _____

DBA Address: _____

DBA City: _____

DBA State: _____

DBA Zip Code: _____

DBA Phone: _____

DBA Fax Number: _____

DBA Contact Name: _____

DBA Contact Email: _____

Description of Services (IE: Government Svs or Parking): _____

%Swiped: % MOTO: % Ecom: % Total: _____

URL/Website (if e-commerce) _____

Annual Location Volume (estimate): _____

Average Transaction: _____

American Express ID: _____

Accept Discover: _____

Deposit Routing Number: _____

Deposit Checking Account Number: _____

Fee Routing Number: _____

Fee Checking Account Number: _____

POS Solution (FD130, FD410DW (wireless), GPPS, CBG): _____

Rental, Purchase, Customer Owned: _____

Ship to Address: _____

Ship to the Attn of: _____

Statement Address: _____

Please allow 10 business days for the completion of the merchant account. There is a \$75.00 charge for rushes needed within 72 hours (depends on work volume).

Please note there is 6-month rental term for rental equipment. The rental equipment is qualify for free replacement within the lease term except for accidental damage, abuse, or non-manufacturer defects.

Outright purchased equipment is qualified for free replacement within the first year for non-manufacturer defects.