

Merchant Credit Card Feasibility Questionnaire

Please answer all questions thoroughly and include as much information as possible. This survey is essential for determining whether accepting credit cards will be profitable to your department. This survey will also help identify what steps must be taken and help determine a potential timetable for your implementation process. For questions, call (817)735-2489.

Due to the Cardholder Information Security Program (CISP) implemented by MasterCard and Visa, credit card merchants must comply with certain standards related to protecting credit card information (PCI Standards) to ensure that merchants and service providers maintain the highest information security standard. CISP compliance is required of all merchants and service providers that store, process, or transmit credit card cardholder data.

Section 1: Requested by

If you are approved to accept credit cards online, your department will play a key role in the implementation process.

Department Name:	<input type="text"/>		
Contact Person/Title:	<input type="text"/>		
E-Mail Address:	<input type="text"/>	Telephone No:	<input type="text"/>
Monthly Average Sales:	<input type="text"/>	Annual Total Sales:	<input type="text"/>

Section 2: Justification

1. What types of service will be provided (i.e. conferences, events, videos, tickets, etc.)?

2. Will this be a one-time or ongoing payment (i.e. are these payments collected during a specific time period or are they collected throughout the year)? When is the busy period(s) during the year?

3. If you anticipate using web-based processing, what website would the customer access to make their payment? Is the website secure? Will a website need to be created? Who has access to update your website?

Please note: Due to PCI Standards, only PCI compliant service providers can process credit cards.

4. Provide a detailed outline of your planned process, from payment acceptance to payment reconciliation, if credit cards are implemented.

Please note: The reallocation of sales tax is the responsibility of the Department.