

WMU
APPLICATION for Marketplace MERCHANT
MASTERCARD / VISA / DISCOVER

Please Fax Completed Forms To: 387-2950

Cashiering

Attn: Liana Fox

Phone: 387-2952

Department Name: _____

Business Manager Contact: _____ Phone: _____

Fax: _____ E-Mail Address: _____

Department Contact (if different from above): _____

Position or Title of Contact: _____

I want to connect my existing website to the payment system

I want to build an online store

I want to attach to an existing marketplace Merchant

Merchant name _____ Merchant Manager _____

Provide the fund and cost center to charge for the annual fees:

\$250.00 dollar annual minimum will be charged when your store or upay go live. Three percent of sales will be charged for any amount over the initial 250.00 up to a maximum of \$1,500 at the end of the fiscal year (June 30).

EXISTING EQUIPMENT/SYSTEM INFORMATION:

Is there currently POS equipment located in your department? _____

Is there currently an online credit card system? Yes No

If so, what merchant number has been assigned to this equipment and/or system?

Each marketplace merchant will have the ability to create multiple stores and upay sites. Please be aware that if you are given a merchant you **may be required to monitor and manage other stores in your area. If you are requesting a merchant and your business manager already has a merchant you **may** be required to build your store under that merchant.

(Business Manager) (Title) (Date)

(University Approval) (Title) (Date)
Liana Fox

