

Merchant ID Request Form

Instructions: This form is required to obtain Merchant ID number after you complete a Merchant Establishment form to establish authorization to process payment cards as a merchant. Please complete, sign, and submit this form electronically with any attachments to the Office of Finance: PCI@odu.edu

Department:

Today's Date:

Requester:

Desired Go Live Date:

Merchant Description

Merchant Account Name (22 characters max.):

Full Description:

Type of Processing

What method does your department desire to use to process payment cards?

Check all that apply:

Online

Website URL of launch page:

Payment

How many terminals will your department be purchasing?

Card Terminal

Terminal costs and monthly fees are the responsibility of the requesting department. Payment card terminals must be ordered through the Office of Finance.

Campus location of terminal(s):

Bldg/Room #:

How will payment cards be accepted?

Check all that apply:

Payment Card Terminal

By Fax

In person

Online via Other Provider -

By Mail

By phone

Provider Name:

Online via TouchNet/uStore Site

Person responsible for maintaining uStore:

Note: A uStore site allows a site manager to create stores and product pages with a shopping cart checkout feature, all on a secure platform. *uStores must employ the CAPTCHA setting within all products for added security. Ensure the CAPTCHA setting is set to "Yes" on all products in your store.**

Online via TouchNet/uPay Site

Note: The uPay site is built to connect with an existing web application that allows the payment information and transaction to take place on a secure platform.

If using TouchNet, you must include a completed User Request Form found at:

[https://wmtwmtT EMC_qn8372.38EMC_O7e Rt 2uTw \(Mrf.3c\)-4. Rd awmwml0 19.9:](https://wmtwmtT EMC_qn8372.38EMC_O7e Rt 2uTw (Mrf.3c)-4. Rd awmwml0 19.9:)

Are you selling taxable products? YES NO

***Old Dominion University is exempt from paying Virginia Sales Tax o

Name

Job Title

UIN

Student Worker?

YES

YES

YES

YES

YES