Items on this checklist should be completed or addressed before an agency accepts credit card payments. Please return a copy of this completed checklist to the State Division of Finance, Attention: Todd Darrington, PCI Compliance Coordinator (801-957-7742).

**This checklist was completed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Item # | Item Description |
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| 1. | Check when completed:  Read and become familiar with the Revenue-Credit Cards Accounting Policy and Procedure (FIACCT 07-08.00).  Read and become familiar with the Department of Technology Services’ Security Policy.  Read and become familiar with the Payment Card Industry (PCI) Data Security Standard.  Our department/division/program agrees to follow all policies and procedures as set forth in the above noted policy and to comply with the PCI Data Security Standards as established by the Credit Card Industry.  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. | How will credit card information be obtained? (check all that apply)  swiping/dipping a credit card  fax  mail  phone call  Internet  other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. | Where will the credit card acceptance take place?  Internet Only    Physical Locations, How many? \_\_\_\_\_\_\_\_  Please provide physical addresses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. | Agency Contacts:  Who will be the contact for credit card acceptance technical issues? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Who will be the contact for accounting reconciliation and chargebacks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5. | Contact DAS/Finance at 801-957-7742 to set up a meeting or conference call with DTS and Finance, so that the use of credit card payments can be explained. Information provided by each department/division/program is needed to complete the setup for credit card payments.  Setup package(s) selected (Check all that apply):  E-Commerce Only  Mobile Swipe (Separate Mobile Swipe Policy compliance required)  Call Center  Payment Kiosk  Stand-alone Machine (Phone Line)  POS or PC with Machine or Entry  Stand-alone Machine (Ethernet) |
| 6. | Credit Card Packet:  Check and return as a completed package to start the setup process:  Completed PCI Self-Assessment Questionnaire (due prior to production).  Completed Credit Card Payments Implementation Checklist.  Send either a hardcopy or an electronic copy to Todd Darrington (tadarrington@utah.gov) |
| 7. | Are you interested in doing business over the Internet for credit cards payments? Todd Darrington can supply contact information for Utah Interactive, who provides that service for the State of Utah.    We will be using the Utah Interactive for accepting payments.  We will be using another E-Commerce vendor for accepting payments (written approval from finance required).  We will not be using the Internet for accepting payments. (Skip question #12). |
| 8. | Determine which credit card types your agency will accept and estimate the cost of credit card fees. In making this decision the following information is given:   * Your agency may choose not to accept certain card brands, but if accepting cards, the agency must accept Visa, MasterCard and American Express under the terms of the State’s Cooperative Contracts for merchant services. * Credit card transactions are credited to the bank account separately by card type/processor – Visa/MasterCard/Discover is one combined daily amount per merchant account and American Express is a separate deposit. The daily total of each separate card type will post to the bank account anywhere from one to five days after the transaction actually occurs depending on the card type and whether the transaction is processed before the daily cut off time. (Typical timing is next business day for Visa/MasterCard/Discover and two business days for American Express). * Fees for credit card transactions vary based on card type and how the transaction is processed. There are multiple types of fees charged on each transaction: fees for Paymentech based on type of transaction (debit, voice authorization, internet authorization) and fees for the different credit card brands and issuing banks (both are percentage- and transaction- based) (There are several schedules that can be provided to you on request to show the various fees). * The fees are debited directly from the bank account within the first three business days of the following month (e.g. fees for January payments received are charged the first few days of February). * It is important to do a check periodically to make sure the discount fees look fairly accurate. This can be done by taking the total fee charged on the monthly merchant statement and dividing it by the total dollar value of transactions for that period and comparing against previous months.   We will be accepting the following credit cards for payment (check all that apply):  Visa  American Express  MasterCard  E-Checks  Discover  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 9. | We want to accept:  Credit cards – fees will be charged to object code 6147 by entering a negative dollar CR document.  Debit cards – fees will be charged to object code 6147 by entering a negative dollar CR document. |
| 10. | Determine a funding source for credit card fees.  Credit Card discounts and processing fees will be charged to current expense, using object code 6147, and paid from an agency’s budget.  We will be collecting convenience fees, have received approval, and will be recording them in revenue source 2815. (Submit documentation showing approval)  We will be seeking appropriations to cover credit card fees and will have this appropriation prior to accepting credit cards. (Submit documentation showing approval)  Other, please explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 11. | Determine which bank account will be used for payments.  Check one:  The current department bank account will be used, Bank Code \_\_\_\_\_\_\_\_\_\_, This is bank account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (financial institution).    A new bank account is being established through the State Treasurer’s Office to handle the credit card payments. This bank account number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (financial institution). The person who will reconcile this account is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and their phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| 12. | **If Internet services will be used**, determine what fees your department will be responsible for paying based on your service agreement with the service provider. There may be an initial development fee which may need to be recorded as a capital/fixed asset. Contact the Fixed Assets Accountant with State Finance to determine how to record this initial development fee. Transaction fees for Internet payments should be recorded to object code 6158.  Check all that apply:  We will be paying initial development fees and recording them to object code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  We will be paying transaction fees and recording them to object code 6158.  We will not be charged any fees for Internet use.  Other (explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 13. | Determine how you will be recording credit card payments in FINET**. Finance Policy and Procedure 13-00.00 (Cash receipts – Handling, Depositing, and Recording), Policy B states “CRs are to be entered in FINET on the same day that deposits are made”.** Most State bank accounts are with banks that offer online access to review deposits daily. These reports can then be compared against a daily Paymentech report to verify accuracy of deposits. Depending on internal programs and software, you may need to also run other daily reports for previous day activity in order to cross-reference amounts and proper coding blocks. This affects the reconciliation process. For more detailed information on recording payments and reconciling contact Amanda Hensley at 538-3126.  List associates needing online access for Paymentech, bank, or both:  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Bank  Paymentech  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Bank  Paymentech  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Bank  Paymentech |
| 14. | **ACCOUNT INFORMATION:**  Desired Account Name (22 character limit): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | What merchandise do you sell or services do you provide? |  | What is the estimated breakdown (in %) of your annual Payment Card Transactions? | | | | | Merchant Category Code (MCC): |  |  | 0 | % | Via mail or phone order | | Estimated Annual Visa/MC/Discover Sales Volume: |  |  | 0 | % | Payments accepted on your website | | Average Ticket Amount: |  |  | 0 | % | Card is swiped | |  |  |  | 0 | % | Card is present but keyed | |  |  |  | **100** | **%** | **Total** |   Other Special Requests/Instructions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |