

# University of Oklahoma New Merchant Application

Submit Completed Application To:

Bursar Services  
[allison@ou.edu](mailto:allison@ou.edu)

Attn: Allison Harper  
 405-325-4916

## Requesting Department

Date

Department Name

## Type of Payment Activity

<b>Merchant DBA Name</b>	<i>Appears on cardholder statement; 24 characters allowed</i>				
<b>Customer Svc Phone #</b>	<i>Phone number that appears on cardholder statement</i>				
<b>Description of products/svcs sold</b>					
<b>Estimated Annual Volume</b>				<b>Estimated Avg Transaction Amt</b>	
<b>Payment Channels</b>	<i>Select the payment method(s) you plan to use</i>	ECOMMERCE		<b>Third Party Svc Provider</b> <i>(Gateway, Middleware, Software) (i.e. Touchnet, Versign, etc.)</i>	
		FACE TO FACE			
		PHONE ORDER			
<b>Equipment Required</b>	NO EQUIPMENT NEEDED	FD130	FD35 PIN PAD	FD410	

## Merchant Contact Information

<b>Name</b>		<b>Phone</b>	
<b>Email Address</b>		<b>Fax</b>	
<b>Physical Address</b>	<b>Street</b>		
	<b>City</b>	<b>State</b>	<b>Zip</b>

## Accounting Information

<b>Departmental Number</b> <i>(9 digits)</i>		<b>Account Number</b> <i>(6 digits)</i>	
<b>Acct Sponsor Name</b>		<b>Email Address</b>	

**IMPORTANT:** For questions regarding sales tax, please contact Financial Services at 325-3021 and request to speak with the tax accountant or email [fss@ou.edu](mailto:fss@ou.edu) and include "Sales Tax" in the subject line.

## For Office Use Only

App Rec'd		Merch Xwalk		BTT		FS	
Ecommerce Amex M#				F2F/PO Amex M#			
Ecommerce V/MC M#				F2F/PO V/MC M#			
Ecommerce Disc M#				F2F/PO Disc M#			
Ecommerce TID				F2F/PO TID			
Ecommerce MID				F2F/PO MID			
DID							
Network							