

Checklist for New Merchant Request

Required documentation and procedures for new merchant requests – all forms and this checklist can be found on the Merchant Services website at <http://www.massachusetts.edu/treasurer/ecommerce.html>

POS – Point of Sale Terminal

- Request for MID form

CyberSource HOP – no outside software

- Request for MID form
- Fifth Third Add Location Request form
- DRG review required

All Third Party Requests

- Request for MID form
- Fifth Third Add Location Request form
- DRG review required
- Third Party Processing Charge Cards Checklist
- Forward copy of contract for review
- Contracts must contain appropriate PCI required language as found on Merchant Services website
- Data Flow Diagram
- Vendor must provide adequate proof of PCI Compliance – Certification of Compliance or an Attestation of Compliance signed by a QSA or the acquiring bank of the vendor.

Payment Applications

- Request for MID form
- Fifth Third Add Location Request form
- DRG review required
- Third Party Processing Charge Cards Checklist
- Forward copy of contract for review
- Contracts must contain appropriate PCI required language as found on Merchant Services website
- Data Flow Diagram
- Vendor must provide adequate proof of PCI Compliance – Certification of Compliance or an Attestation of Compliance signed by a QSA or the acquiring bank of the vendor.
- Software version to be installed **must** be listed on the PCI List of Validated Payment Applications - https://www.pcisecuritystandards.org/security_standards/vpa/vpa_approval_list.html

DRG contact

David Fosdick 978 496-1503 David.Forsick@drgsf.com