

## Request to Make Changes to Merchant Account/User Access

### Type of Request(s):

<input type="checkbox"/>	Add User	<input type="checkbox"/>	Remove User
<input type="checkbox"/>	Add Payment Type	<input type="checkbox"/>	Remove Payment Type
<input type="checkbox"/>	Add Additional PIN Pad	<input type="checkbox"/>	Remove PIN Pad
<input type="checkbox"/>	Add Additional PCI Terminal	<input type="checkbox"/>	Remove PCI Terminal
<input type="checkbox"/>	Move Location/Staff	<input type="checkbox"/>	

### University Department Information:

Doing Business As			
Merchant #		Requested by	
Contact Phone #		Contact Email	

### Add/Remove User(s):

<input type="checkbox"/>	<b>Add</b>	<input type="checkbox"/>	<b>Remove</b>
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<b>PCI Terminal User</b>				
Name				
NetID		Email		Phone #
<b>Chase Resource Online</b>				
Name		Email		Phone #
<b>System User</b>				
Name		Email		Phone #
If you have multiple users to add, please include an excel spreadsheet with the details required when submitting via email to the PCI Coordinator email address ( <a href="mailto:finpcico@queensu.ca">finpcico@queensu.ca</a> ). <b>Please note:</b> all users must complete the PCI Training, the PIN Pad Security Training and Procedures (if applicable) and sign the Ethics Document <b>before</b> the user can process any transactions.				

### Add/Remove Payment Type:

<input type="checkbox"/>	<b>Add</b>	<input type="checkbox"/>	<b>Remove</b>
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<input type="checkbox"/>	Visa	<input type="checkbox"/>	MasterCard Debit	<input type="checkbox"/>	Interac Online
<input type="checkbox"/>	Visa Debit	<input type="checkbox"/>	American Express (Amex)	<input type="checkbox"/>	Other:
<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	Debit	<input type="checkbox"/>	

### Add/Remove Additional PIN Pad:

<input type="checkbox"/>	<b>Add</b>	<input type="checkbox"/>	<b>Remove</b>
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Model			
Building		Room #	
Jack #			
Chartfield (if additional)			
Please note that by signing this form, the department agrees to installation (jack/wiring) costs of up to \$1,500.00 – please provide chartfield information above. <b>Business Officer to initial this box for approval</b> (if applicable)			

**Add/Remove Additional PCI Terminal:**

	<b>Add</b>		<b>Remove</b>
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Model			
Building		Room #	
Jack #			
Chartfield (if addition)			
Please note that by signing this form, the department agrees to installation (jack/wiring) costs of up to \$1,500.00 – please provide chartfield information above. <b>Business Officer to initial this box for approval</b> (if applicable)			

**Move Location/Staff (PIN Pad or PCI Terminal):**

	<b>PIN Pad</b>		<b>PCI Terminal</b>
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Existing Building:			
Existing Room #		Existing Jack #	
New Building			
New Room #		New Jack #	
Chartfield			
Please note that by signing this form, the department agrees to installation (jack/wiring) costs of up to \$1,000.00 – please provide chartfield information above. <b>Business Officer to initial this box for approval</b>			

Note: Please update your Declaration Document with any changes to equipment and/or users

**Signatures:**

**Primary Contact**

**Department Head/Manager with Signing Authority**

Full Name (please print): \_\_\_\_\_

Full Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please email the completed, signed form to the PCI Coordinator at [finpcico@queensu.ca](mailto:finpcico@queensu.ca). If you have any questions regarding this form, please contact the PCI Coordinator at [finpcico@queensu.ca](mailto:finpcico@queensu.ca).

Finance Use Only:			
Completed Request Form		If Missing Info, What Info	
Signed by Business Officer		Forms sent to Acquirer, include date	
Bank Form from BMO, if required		Approval from Acquirer, include date	
Acquirer Agreement Form		iTrack, if necessary, include date	
Entered on PCI Inventory spreadsheet		PCI Coordinator Approval, include date	