



Card Acquiring Service Application

This application is required to set up new accounts and new merchant IDs for **Federal agency locations** to accept credit or debit cards.

About us:

The **Card Acquiring Service** is one of the collection mechanisms the Fiscal Service manages for Federal departments and agencies. Through the Card Acquiring Service, the Government collects obligations via credit or debit card transactions. All Federal agencies must process card transactions with our Financial Agent Fifth Third and their Card Processor Worldpay.

The objective of this service is to increase electronic collections received by the Government, and process these transactions in an efficient, timely and cost-effective manner. Card acquiring services are provided at both domestic and international locations.

Contacts:

The Card Acquiring Service - cardacquiringservice@fiscal.treasury.gov
 Worldpay - rmtreasury@worldpay.com / Government Support Line (866) 914-0558
 Pay.gov - pay.gov@fiscal.treasury.gov

Definitions:

Chain Account Number:

A Chain is a 6-digit alphanumeric code assigned to each account. Some agencies have more than one Chain to differentiate between major lines of business.

Division:

A Division is a customizable 3-digit number that (when combined with a Chain) represents a deposit into Collections Information Repository (CIR). Separate Divisions per deposits are now required by collection channel--e.g., Internet (Pay.gov) or Terminals.

Agency Merchant ID:

Also known as a MID, an Agency Merchant ID is the number assigned to the Agency Merchant Location. Some agencies have multiple Merchant IDs per Agency Merchant Locations.

Agency Merchant Location:

Also known as a *location*, an agency's place-of-sale--the location where business is transacted. Some agency locations have multiple Merchant IDs.

Has your company considered alternative payment options? Yes No

If so, what other option(s) has your organization considered? (check all that apply)

- Cash Fedwire Converted Check Automated Clearing House Credit
 Paper Check Image Cash Letter Wire Automated Clearing House Debit

Is your organization planning to accept debit cards as remittance for debt obligations? Yes No

Is your organization planning to accept credit cards as remittance for debt obligations? Yes No

*Please note: There are limitations on the use of cards for repaying loans and other debt obligations (e.g., payment obligations not due and fully payable within 30 days of notice to the payer). Credit Cards are not eligible for debt repayment obligations (debit cards are accepted). If your organization has questions on debt obligations, you must first schedule a meeting with CAS by sending a request to cardacquiringservice@fiscal.treasury.gov

Has your organization utilized merchant card acquiring services from another entity previously? Yes No

If so, what is the name of the company your organization formerly worked with? _____

I have reviewed and understand the terms of Treasury Financial Manual, Vol. 1, Part 5, Chapter 7000-CREDIT AND DEBIT CARD COLLECTION TRANSACTIONS.

- I acknowledge my organization is aware that CAS currently has a daily credit card spending limit policy in place of \$24,999, for a single obligation, using one or multiple cards, per business day.

For any equipment and supplies ordered from Worldpay, you will be directly invoiced by Worldpay for all items not paid for at the time of purchase. To minimize instances of these invoices instruct your Agency Merchant Locations (the place of sale) to pay with a credit card when ordering supplies and equipment from Worldpay. Confirm that locations are calling 1-866-914-0558 and not the general Worldpay customer support number. Calling the Government Support line will ensure your locations receive support tailored for Federal agencies.

ACCOUNT SET UP (Please select the option that describes what action is requested)

Check here if you are filling out this form for a Centralized Receivable Service Application

Option 1*: Create New Account (Chain¹)

For agencies new to card collections or that want a new account for a new collection/line of business.

Option 2: Add Merchant ID² (Location) to Existing Account

For agencies that have a Worldpay Chain account and are requesting an additional *Merchant ID Number*.

Please provide Worldpay Chain #: (e.g., 0D1234)

Division: If you would like to group these transactions into existing deposit tickets, provide the Division Number:

Otherwise, check here to create a new deposit:

CONTACT INFORMATION AND PROFILE

Agency Location Code (ALC): _____

Department/Agency Name: _____

Bureau: _____

Program Area: _____

"Doing Business As" (DBA Name): (For customer receipts/statements, 23 character limit) _____

Federal Tax ID/EIN: _____

Account Contact (Main Point of Contact-From Your Program Office):

Note: The Main Point of Contact is responsible for disseminating information Treasury sends regarding PCI DSS compliance and other important notifications.

Contact Person Name: _____ Title: _____

Contact Person Address: _____

Contact Person Phone: _____

Contact Person E-mail: _____

Location Contact (Agency Merchant Location):

Same as Account Contact?: Yes No

Contact Person Name: _____ Title: _____

Location Address: _____

Contact Person Phone: _____

Contact Person E-mail: _____

Billing Contact:

Same as Account Contact?: Yes No

Contact Person Name: _____ Title: _____

Location Address: _____

Contact Person Phone: _____

Contact Person E-mail: _____

Agencies that choose to use third party software applications for their card collections are responsible for all associated costs; there are no associated costs for using Pay.gov.

¹ A Chain is a 6-digit alphanumeric code assigned to each account. Some agencies have more than one Chain to differentiate between major lines of business. Refer to existing Worldpay reports for your Chain Account number.

² A Merchant ID Number is an agency's business-level/location account identifier. Some agencies have several Merchant ID's, typically separating places-of-sale.

PROCESSING OPTIONS *(Please indicate desired card acceptance method)*

Pay.gov Internet Processing Terminals Third-Party Value Added Reseller/Integrated Point of Sale System/Software Mobile

*If all you need is a new terminal for an existing account, or already have one and need to activate it, call **1-866-914-0558**. Do not complete this application.

PROCESSING INFORMATION: *(Please complete)*

Pay.gov:

1. Have you already had your Pay.gov kickoff call with a Pay.gov representative?	<input type="radio"/> Yes	<input type="radio"/> No
2. Is this a new collection? "No", indicates you are already receiving this payment some other way.	<input type="radio"/> Yes	<input type="radio"/> No
If <i>No</i> , specify the other collection mechanism:		
<input type="radio"/> Terminals <input type="radio"/> Lockbox <input type="radio"/> Mobile <input type="radio"/> Third-Party Value Added Reseller/Integrated Point of Sale System/Software		
<input type="radio"/> Other <input type="text"/>		

Terminals: *(Standalone mechanical devices that interface directly with Worldpay - not through software.)* ****For Worldpay Terminal assistance, please call 1-866-914-0558.**

3. Will you purchase a terminal(s) from Worldpay?	<input type="radio"/> Yes	<input type="radio"/> No
4. If you answered <i>Yes</i> to question 3, do you need assistance in choosing a terminal(s)?	<input type="radio"/> Yes	<input type="radio"/> No
If <i>No</i> , specify Models (e.g., Verifone VX510, Hypercom T4220, etc.): <input type="text"/>		
5. Do you already own or plan to own a terminal(s) not purchased from Worldpay?	<input type="radio"/> Yes	<input type="radio"/> No
If <i>Yes</i> , specify Models (e.g., Verifone VX510, Hypercom T4220, etc.): <input type="text"/>		
6. How many terminal devices will you deploy for this location?	High Speed/DSL <input type="text"/>	Dial-Up <input type="text"/>

Third-Party Value Added Reseller/Integrated Point of Sale System/Software: *(e.g., software, special PC devices, kiosks, etc.)*

7. How will this software solution be used?	<input type="radio"/> PC	<input type="radio"/> Vending	<input type="radio"/> Other
8. Specify software or other card processing solution:			
Manufacturer: <input type="text"/>		Version: <input type="text"/>	
Product Name: <input type="text"/>			

Mobile:

9. Which Mobile Program service will you be using?
<input type="radio"/> Public App (card-not-present) <input type="radio"/> FedRevCollect (card-present, tokenized)

COLLECTION FLOW SUMMARY (For this location only)

10. What types of products and/or services does your organization sell?

11. Which card types does your organization plan to accept (the current options listed on our CASA today include Consumer Card, Corporate Commercial Card and Federal Government Purchase Card)

- Consumer Card %
- Corporate (Commercial Card) %
- Federal Government (Government Purchase Card) %

12. What is your organization's projected annual card volume?

Total Dollar Amount:

Number of Transactions:

\$ _____

13. What objective means did your organization utilize to estimate your annual card volumes (e.g. benchmark study, historical data)? If your organization did not use objective means to determine this estimate, please explain why.

14. What is your organization's projected average ticket for credit cards?

\$ _____

15. What is your organization's projected average ticket for debit cards?

\$ _____

16. What objective means did your organization utilize to estimate your average ticket (e.g. benchmark study, historical data)? If your organization did not use objective means to determine this estimate, please explain why.

AUTHORIZATION AND APPLICATION TRACKING

We do not need a signature for the Authorizing Official. The Authorizing Official needs to be a supervisor from the Federal Agency and someone other than the person submitting the application. If you are a fully integrated contractor, the Authorizing Official still needs to be a supervisor on the Federal Agency side.

Authorizing Official Name, Title:

Email:

Phone:

Name of Person Submitting Application:

Date:

Submitter's Email:

Submitter's Phone

For questions related to the Department of the Treasury, Bureau of the Fiscal Service, Card Acquiring Service, Pay.gov set up, please contact The Card Acquiring Service - cardacquiringservice@fiscal.treasury.gov