



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.

NOTE: BEFORE YOU START WE RECOMMEND YOU SELECT THE PDF PREVIEW BUTTON TO FAMILIARIZE YOURSELF WITH THE QUESTIONS. YOU ARE NOT ABLE TO SAVE YOUR PROGRESS AND INFORMATION WILL BE LOST IF YOU NEED TO CLOSE THE FORM BEFORE YOU SUBMIT IT.

About us:

The **Card Acquiring Service** is one of the collection mechanisms the Financial Management 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, Vantiv.

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@fms.treas.gov / Jacob Kim (202) 874-0428
 Vantiv - rmtreasury@vantiv.com / Government Support Line (866) 914-0558
 Pay.gov - pay.gov@fms.treas.gov / Blaire Hamilton (202) 874-6656

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.

Note: Effective June 30, 2012, agencies must limit their credit card collections so that individual transactions are no more than \$49,999.99.

For any equipment and supplies ordered from Vantiv, you will be directly invoiced by Vantiv 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 Vantiv. Confirm that locations are calling 1-866-914-0558 and not the general Vantiv customer support number. Calling the Government Support line will ensure your locations receive support tailored for Federal agencies.

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

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.

Number of Merchant ID's requested:

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

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

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

Number of Merchant ID's requested:

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: [?](#) _____

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: _____

Contact Person Address: _____

Contact Person Phone: _____

Contact Person E-mail: _____

Location Contact (Agency Merchant Location):

Same as Account Contact?: Yes No

Contact Person Name: _____

Location Address: _____

Contact Person Phone: _____

Contact Person E-mail: _____

Billing Contact:

Same as Account Contact?: Yes No

Contact Person Name: _____

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 Vantiv 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.

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PROCESSING OPTIONS (Please indicate desired card acceptance method)

<input type="radio"/> Pay.gov Internet Processing	<input type="radio"/> Terminals	<input type="radio"/> Card Processing Software/Other
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*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 No, specify the other collection mechanism: <input type="radio"/> Terminals <input type="radio"/> Lockbox <input type="radio"/> Other	<input type="text"/>	

Terminals: (Standalone mechanical devices that interface directly with Vantiv - not through software.)

3. Will you purchase a terminal(s) from Vantiv?	<input type="radio"/> Yes	<input type="radio"/> No
4. If you answered Yes to question 3, do you need assistance in choosing a terminal(s)?	<input type="radio"/> Yes	<input type="radio"/> No
If No, 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 Vantiv?	<input type="radio"/> Yes	<input type="radio"/> No
If Yes, 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"/>

Card Processing Software/Other: (e.g., software, special PC devices, kiosks, etc.)

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

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COLLECTION FLOW SUMMARY (For this location only)

9. Describe products/services sold: _____

10. Who is purchasing products/services? _____ %Consumer _____ %Corporate _____ %Federal Government

11. How will the customer present their card for payment?
 Mail/Phone/Lockbox Retail (Face-to-Face)
 Internet (Cardholder initiated--a cardholder inputs payment directly online)

12. Projected annual card volume: (Based on card activity volume only, not ACH.) Total Dollar Amount: Number of Transactions:
\$ _____

13. Projected largest card transaction amount: (Based on card activity only, not ACH.) \$ _____

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: null null _____

Date: 3-17-2013 _____

Submitter's Email: _____

Submitter's Phone _____

For questions related to the Department of the Treasury, Financial Management Service, Card Acquiring Service, please contact Jacob Kim (202) 874-0428. For questions related to Pay.gov set up, contact Blaire Hamilton (202) 874-6656.

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Submit Data