

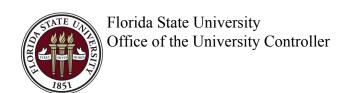
Student Business Services 1500 University Center A Tallahassee, FL 32306-2394

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Payment Card Cost Worksheet

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Purpose:	To assist departments in determining a <i>realistic estimate</i> of the costs associated with processing payment cards. Actual costs may differ.			
Instructions:	Complete the form where applicable. You must determine the connection method in order to complete this form (phone, IP, etc). When finished either submit form, along with your Application for Payment Card Merchant and any other required documentation, via fax or campus mail.			
Help:	For assistance or questions, please contact Curt Caito, FSU Credit Card Manager at 850/644-9475 (ccaito@fsu.edu) or Jill St. Angelo at 850/644-1551.			
Step 1:	Calculate Estimated Gross Receipts For An Average Month.			
	Estimated number of transactions per month:			
	Average dollar amount per transaction:			
	Sale tax % if applicable (enter .075 for 7.5%):			
	Total estimated gross receipts per month:			
Step 2:	Enter Estimated Percentage of Transactions By Card Type. The FSU Average for Card Type is in Parenthesis. Use Those Numbers if Not Sure (Enter .65 for 65%).			
	Visa/MC FSU Card			
	Discover Total (Must Equal 1):			
Step 3:	Enter Number of Each Item Listed Below Based on <i>Current</i> Needs:			
	Number of Swipe Machines (POS Terminals) Number of Pin Entry Devices (PED)			
	Number of Dedicated Phone Lines Number of Employees Processing Cards			

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Step 4: Web Based Applications Only

Step 5:

Monthly Web Based Costs:

For merchants that wish to establish a web based application using a 3rd party processor, complete this section. The cost associated with using this type of vendor varies and will need to be obtained from the selected vendor.

Initial Costs:

Monthly Service Fee:		Setup fee from vendor:		
Estimated Transaction Fees:		Initial programming/IT costs:		
Monthly Programming Costs:		Other setup costs:		
Other:				
Review Costs Below (based on numbers entered above). Submit This Worksheet Along With Application for Payment Card Merchants to Continue with Process.				
Monthly Costs, Estimated:		One Time Start-Up Costs, Estimat	æd:	
Interchange Fees-Visa/MC:		Equipment Costs:		
Interchange Fees-AMEX:		Dedicated Phone Line (\$80 per):		
Interchange Fees-Discover:		Employee Backgrnd Ck (\$30 per):		
Visa/MC Sales Transaction Fee:		Other One Time Costs (Enter):		
Visa/MC Discount Fee:				
Visa/MC Transaction Fee:		Total Monthly Costs:		
AMEX Transaction Fee:				
Discover Transaction Fee:		Total One Time Start-Up Costs:		
FSU Card Transaction Fee:				
Montly Web Based Costs:				
Other Monthly Costs (Enter):				

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