Florida State University
Controller's Office

Payment Card Cost Worksheet

Purpose: To assist departments in determining a *realistic estimate* 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 submit form, along with the completed Application for Payment Card Merchant, via email to Curt Caito, University Payment Card Coordinator, information directly below. Upon receiving it, he will contact you to assist with the processing of your application and obtaining approval from the University Payment Card Oversight Committee for the merchant account requested.

Help: For assistance or questions, please contact Curt Caito, Payment Card Coordinator at 850-644-9475 (ccaito@fsu.edu).

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. Use Those Numbers if Not Sure (Enter .65 for 65%).

Visa/MC [ ]   AMEX [ ]

Discover [ ]   Total (Must Equal 1): [ ]

Step 3: Enter Number of Each Item Listed Below Based on *Current* Needs:

Number of Card Readers (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

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.

Monthly Web Based Costs:

Monthly Service Fee:	
Estimated Transaction Fees:	
Monthly Programming Costs:	
Other:	

Initial Costs:

Setup fee from vendor:	
Initial programming/IT costs:	
Other setup costs:	

Step 5: 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:

Interchange Fees-Visa/MC:	
Interchange Fees-AMEX:	
Interchange Fees-Discover:	
Visa/MC Sales Transaction Fee:	
Visa/MC Discount Fee:	
Visa/MC Transaction Fee:	
AMEX Transaction Fee:	
Discover Transaction Fee:	
Montly Web Based Costs:	
Other Monthly Costs (Enter):	

One Time Start Up Costs, Estimated

Pin Pad Costs:	
Card Reader Costs:	
Dedicated Phone Line ($80 per):	
Employee Backgrnd Ck ($30 per):	
Other One Time Costs (Enter):	

Total Monthly Costs:	
Total One Time Start-Up Costs:	