

## **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:** Co

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 % <i>if applicable</i> (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

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## **Step 4:** Web Based Applications Only

Monthly Service Fee:

Step 5:

**Monthly Web Based Costs:** 

For merchants that wish to establish a web based application using a 3<sup>rd</sup> 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:** 

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:	On	e Time Start Up Costs, Estimated					
Interchange Fees-Visa/MC:		Pin Pad Costs:					
Interchange Fees-AMEX:		Card Reader Costs:					
Interchange Fees-Discover:		Dedicated Phone Line (\$80 per):					
Visa/MC Sales Transaction Fee:		Employee Backgrnd Ck (\$30 per):					
Visa/MC Discount Fee:		Other One Time Costs (Enter):					
Visa/MC Transaction Fee:		Total Monthly Costs:					
AMEX Transaction Fee:		rotal Monthly Costs.					
Discover Transaction Fee:		Total One Time Start-Up Costs:					
Montly Web Based Costs:							
Other Monthly Costs (Enter):							

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