Florida State University
Office of the University Controller
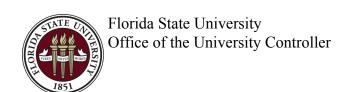
Student Business Services
1500 University Center A
Tallahassee, FL 32306-2394
Ph: (850) 644-9452 Fax: (850) 644-5142

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 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		AMEX		FSU Card	
Discover		Total (Must Equal 1):			

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

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:	
FSU Card Transaction Fee:	
Montly Web Based Costs:	
Other Monthly Costs (Enter):	

One Time Start-Up Costs, Estimated:

Equipment 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:	