

Payment Card Industry Self Assessment Questionnaire Acknowledgments and Agreement - IP Terminals, Payment Gateways, POS systems, Mobile Processing

Introduction

The following is a supplemental list of questions that will help new and existing merchants provide us more information about their POS (Point of Sale) environment to ensure compliance with Payment Card Industry's Data Security Standards (PCI DSS).

For new merchants please submit addendum during application process.

For existing merchants please email addendum to compliance@merchantserviceshq.com or fax us at 888-579-4791.

Merchant Information			
DBA Name:			
Owner Name:			
Terminal Type:		Tax ID:	
PIN PAD Type:	<input type="checkbox"/> Internal	<input type="checkbox"/> External	PIN PAD Model:

Simplified SAQ Question for PCI (Payment Card Industry) SAQ C (Self Assessment Questionnaire)		
Questions	Yes	No
1. Do you store your receipts in a secure area so that only you have access to them?	<input type="checkbox"/>	<input type="checkbox"/>
a. Will you store your credit card receipts in a secure location shortly after completing your PCI survey?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Do you write down credit card information for any reason?	<input type="checkbox"/>	<input type="checkbox"/>
a. When credit card information is written down will you store and/or shred securely when no longer needed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Do you ever send credit card information via email or text messages? _____	<input type="checkbox"/>	<input type="checkbox"/>
a. When you send them are you sending them for a reason that we can document and keep on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Do your managers or supervisors have access to the credit card information you store?	<input type="checkbox"/>	<input type="checkbox"/>
a. Do you know when they access the information?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Will you implement controls?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. When credit card information is no longer needed do you shred it and dispose of it securely?	<input type="checkbox"/>	<input type="checkbox"/>
a. Will you dispose securely in the future?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is the terminal the only connection point to the Internet that handles credit cards?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a router or firewall?	<input type="checkbox"/>	<input type="checkbox"/>
a. Have you changed the admin password on the router/firewall?	<input type="checkbox"/>	<input type="checkbox"/>
i. Will you change the password to be in the compliance?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is your POS software regularly updated?	<input type="checkbox"/>	<input type="checkbox"/>
a. Will you contact your vendor to ensure regular updates?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Does the machine that hosts your POS system have anti virus installed?	<input type="checkbox"/>	<input type="checkbox"/>
a. Will you contact your systems administrator to ensure the machine that's running the software has Anti Virus installed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Is the Antivirus software updated regularly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will you ensure that it is updated regularly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PCI Acknowledgments and Agreements		
<p><i>By signing below, you acknowledge that you are authorized to answer questions and provide information on behalf of the Undersigned Merchant, to obligate the Undersigned Merchant to complete the actions outlined in this application addendum, and to, in turn, authorize TMS to complete the PCI Self Assessment Questionnaire on behalf of the Undersigned Merchant using the answers provided by you in this application addendum. You also acknowledge that you have answered the questions asked to the best of your ability, that your answers are truthful, and that you have not withheld information that might impact the completeness of such answers. Finally, you acknowledge that your answers fairly represent the Undersigned Merchant's stance on ensuring PCI compliance for the various card brands and the PCI Security Council.</i></p>		
<p><i>By signing below, you further agree that the Undersigned Merchant will implement in its entirety, and abide by, the Security Policy that we will draft on the Undersigned Merchant's behalf based upon the information and answers that you have provided to us today, and that such policy is compliant with PCI data security standards.</i></p>		
<p>SIGN HERE</p>	<p>Signature Principal or Corporate Officer</p>	<p>Print Name</p>
<p>Internal Use Only</p>		<p>Date</p>