The Payment Card Terminal Loan Program is available for departments that would like to accept credit/debit card payments for one-time events. Departments may borrow a payment card terminal without the need to set-up a merchant account.

**Steps for Borrowing the Payment Card Terminal:**

1. Contact the Destiny One Registration System team at dorphelp@umn.edu or 612-625-0406 to confirm that the payment card terminal is available for use during the time of your event. Terminal must be reserved at least 7 days in advance of event and is available on a first-come, first-served basis.
2. Complete and return this page and the “Application for Temporary Use of Payment Card Terminal” form found on the next page.
3. The Destiny One Registration System team will contact the Responsible Contact shown on the form to schedule a time to receive security and equipment use training, and to check out the terminal. This will take at least 30 minutes.
4. Department accepts payment cards on the day of the event.
5. The payment card terminal must be closed out at the end of each day.
6. Return the terminal, electrical cord, and a copy of the daily batch settlement report(s) to the Destiny One Registration System team within two business days after the event.

**Important Points:**

- The payment card terminal is a First Data FD410 cellular terminal and may be used where cellular service is available.
- The terminal accepts Visa, MasterCard, Discover, and American Express credit and debit cards.
- While there is no cost to use the terminal itself, the department is responsible for all payment card processing fees (typically 2-4% of the transaction amount), including transactions disputed by your customers (“chargebacks”).
- The department is responsible for securely storing the terminal when not in use.
- The department is responsible for loss or damage of the borrowed payment card terminal.
- All individuals who will process payment card transactions using this terminal must be trained to securely process payment cards and must review and sign University form UM1623 “Payment Card Account Employee Non-Disclosure Form”.
- The Responsible Contact must pick up and return the payment card terminal at Fraser Hall (East Bank) in person. This consists of the:
  - Terminal
  - Electrical Cord

**The department understands and agrees to accept all terms listed above:**

Department Name: ________________________________________________________________

Responsible Contact: ___________________________________ Date: ____________________

Department Head: ___________________________________ Date: ____________________
Application for Temporary Use of Payment Card Terminal

Department Name: ____________________________________________________________

Responsible Contact: _________________________________________________________

Responsible Contact Phone Number: ____________________________________________

Responsible Contact E-Mail Address: ___________________________________________

Dates Terminal Needed: ________________________________________________________

Event Location: ______________________________________________________________

Type of Goods or Services Sold: ________________________________________________

___________________________________________________________________________

Are any items taxable?  No ☐  Yes ☐

NOTE: Departments are responsible for tracking, booking and paying sales tax related to these sales.

Individually who will process payment card transactions using this terminal:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

FOR OFFICE USE ONLY

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