

This form is used to notify your Campus Finance/Administration office of any changes of personnel involved in payment card processing. This includes any new hires or personnel who have been assigned new duties that include payment card processing and/or settlement duties as well as volunteers and contractors with access to CHD. It also includes employees, volunteers or contractors that have left their position and are no longer involved in payment card processing.

The MDRP completes this form immediately whenever a change listed above is approved and submit to your Campus Finance/Administration office. For assistance or questions regarding this form, please contact your Campus Finance/Administration office.

User Information

Name: _____ Date: _____
Title: _____
Email Address: _____ Tel #: _____
Effective Date of Change: _____ USNHID#: _____

Reasons for Change

Select reason(s) for change:

- 1. New Hire/ New user
- 2. Current Employee/New Job Assignment
- 3. Current Employee/No Longer Assigned
- 4. No Longer with Department or Institution
- 5. Other - Provide details below:

Check all that apply for user who is assigned payment card responsibilities (number 1 or 2 above):

- 1. Reviewed USNH Procedure [10-010 USNH Payment Card data Security](#)
- 2. Reviewed PCI DSS at <https://www.pcisecuritystandards.org>
- 3. Reviewed Best Practice Guide
- 4. Background check has been completed
- 5. Obtained access to Banner Finance if applicable
- 6. Completed payment card processing training as provided by vendor
- 7. Obtained access to vendor reporting system (if checked, the user will need to completed training to use USNH Merchant Bank Credit card Portal offered by the bank.)

Signature: _____ Title: _____

Printed Name: _____ Date: _____

Merchant Name: _____ Merchant Number: _____