

# Merchant Attestation of PCI Compliance for 2021

For each merchant account:

- 1) Complete this form using Fill & Sign tool
- 2) Attach the PCI compliance certificate from the TrustKeeper portal (now called SecureTrust) AND Harvard Credit Card Merchant Agreement
- 3) Obtain required signatures (e-signature accepted) and
- 4) Email to [pci\\_compliance@harvard.edu](mailto:pci_compliance@harvard.edu) (OTM) by June 30, 2021.

**Merchant Name:**

**Merchant Number:**

**Contact Name:**

**Contact Telephone #:**

**Contact Email:**

**SAQ Type:**                      **A**            **B**            **C-VT**            **P2PE**

**Date:**

## Merchant Confirmation of Compliance

All sections of the PCI SAQ are complete, all questions answered accurately with either a Yes, Yes with Compensation Controls Worksheet or N/A with supporting explanation resulting in overall COMPLIANT rating.

All information provided in the completed SAQ fairly represents the results of my payment environment

I/we have read the PCI requirements, understand the requirements that I/we must comply with and recognize that full PCI compliance must be maintain at all times.

All required local training has been completed

We have returned a signed Credit Card Merchant Agreement to Cash Management

**Signature of Business Owner** \_\_\_\_\_

**Business Owner Name/Title** \_\_\_\_\_

**Signature of IT Manager** \_\_\_\_\_

**IT Manager Name/Title** \_\_\_\_\_

## School or University CIO Confirmation (Not required for SAQ-B merchants)

Credit card data for this merchant is on my network

Credit card data for this merchant is not on my network (This merchant uses an external provider to accept and process credit cards)

**Signature of CIO** \_\_\_\_\_

**CIO Name/Title** \_\_\_\_\_

## Finance Office - To the best of our knowledge this merchant is PCI Compliant.

**Signature of Finance Dean** \_\_\_\_\_

**Finance Dean Name/Title** \_\_\_\_\_

## Attestation Form Instructions

Complete one form for each merchant if your department has multiple merchants. Complete one form for each method of payment acceptance.

The Compliance Certificate can be printed out by logging into the TrustKeeper portal and clicking on the link located under the text “**Certificate of Compliance**” on the right side of the dashboard page. Certificate will open in a separate window and can be printed from there.

<b>Merchant Name &amp; #:</b>	Enter the name of merchant as it appears on the Clientline Merchant statement and the 12 digit number ( <i>Starts with “34xxxxxxxxxx”</i> )
<b>Contact Information</b>	The name, telephone number and email address of the person we should contact if there are any questions regarding the submission.
<b>SAQ Completed</b>	Check the version of the SAQ used for this merchant
<b>Date</b>	Date form is initiated
<b>Merchant Confirmation of Compliance</b>	Check the boxes indicating that the person(s) signing the form understands what they are attesting. When two signatures are included, the business owner is attesting the business controls and policies are in place and compliant, while the IT manager is attesting that the technical environment is compliant.
<b>Signature of Business Owner</b>	Signature as well as printed name and title of the person attesting that this merchant is compliant.
<b>Signature of IT Manager</b>	<p>This is required for merchants that have an ecommerce or POS application that is involved in credit card transactions. It is not required for dial-up terminal merchants.</p> <p>This should be the manager of the IT organization that supports this application.</p> <p>CyberSource Secure Acceptance Web/Mobile users: The technical signature is only attesting to the compliance of their local site to applicable PCI requirements and the Harvard Enterprise Security Policy.</p>
<b>School or University CIO Confirmation</b>	CIOs are responsible for the security of credit card data on their network. Merchants in a school should have that Schools CIO sign. Merchants not in a school should have the University CISO sign on behalf of the University CIO. The CIO must check which box applies.
<b>Financial Dean’s Office or Equivalent confirmation</b>	The designated individual within your school or central unit that is responsible for credit card activity. This signature is attesting that to the best of their knowledge the merchant is compliant with school or central unit policies regarding credit cards.