UTIA INSTITUTE OF AGRICULTURE
THE UNIVERSITY OF TENNESSEE

UTIA MERCHANT PROCESS CHANGE REQUEST FORM

Type of Change Requested:

☐ Deactivate MID   ☐ Change in Contact(s)   ☐ Change DBA   ☐ Change in Process(es)

Merchant ID (MID): _____

Current Merchant
Name (DBA): _____

New DBA Requested: _____

Primary Point
of Contact (POC): _____

POC Phone: _____

Secondary Contact: _____

2nd POC Phone: _____

Please give detailed reason for change:

Please give description of new processes:

By signing this form, you understand that the Treasurer's Office *may* have the need to assign a new Merchant ID because of changes in your current processes. You, the merchant, will be responsible for any new costs incurred due to new processes or a new MID. Every effort should be made to determine additional costs before the form goes to the Treasurer's Office.

Once you and the unit Budget Director have signed the form, please forward to the Institute's Chief Information Security Officer, then the Institute's Associate Vice Chancellor for Business & Finance for approval. The form will then go to the Treasurer's Office, 301 Andy Holt Tower, for final processing.

Merchant (print name)

Merchant Signature   Date

Unit Budget Director (print name)

Unit Budget Director Signature   Date

Approval of Request

We approve the UTIA Merchant PCI Process Change Request as described in this document.

Name	Title	Signature	Date
Sandra D. Lindsey	Chief Information Security Officer, UTIA		
Chris S. Shotwell	Associate Vice Chancellor for Business & Finance, UTIA		