



BYU AGENCY ACCOUNTS REQUEST FOR ON-LINE PAYMENTS

Club/Organization:	Date:															
Club Adviser:	Phone #:															
Contact for Site:	Phone #:															
Email Address:	Fax #:															
Programmer:	Phone #:															
Email Address:	Fax #:															
1. Club/Organization URL Address: URL Address: _____																
2. Account Number for Deposits: 13 - _____ - 4740 – 00000.																
3. Short-description of your club/organization:																
4. Please send a .jpg file of your logo to: treasury_services@byu.edu or a default BYU logo will be used.																
5. Date web-site needed by: _____																
6. The purpose of this web-site is to receive: <input type="checkbox"/> Collect Dues <input type="checkbox"/> Collect Activity Fees <input type="checkbox"/> Other _____ Club Dues Amount: \$ _____ per _____ (lifetime/year/semester) Activity Fee/Other: \$ _____																
7. Fields of information to capture from customers: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> First Name</td> <td><input type="checkbox"/> Cell Phone</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> Last Name</td> <td><input type="checkbox"/> eMail Address</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> Address</td> <td><input type="checkbox"/> _____</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> City and State</td> <td><input type="checkbox"/> _____</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> Zip Code</td> <td><input type="checkbox"/> _____</td> <td><input type="checkbox"/> _____</td> </tr> </table>		<input type="checkbox"/> First Name	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> _____	<input type="checkbox"/> Last Name	<input type="checkbox"/> eMail Address	<input type="checkbox"/> _____	<input type="checkbox"/> Address	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> City and State	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> Zip Code	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> First Name	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> _____														
<input type="checkbox"/> Last Name	<input type="checkbox"/> eMail Address	<input type="checkbox"/> _____														
<input type="checkbox"/> Address	<input type="checkbox"/> _____	<input type="checkbox"/> _____														
<input type="checkbox"/> City and State	<input type="checkbox"/> _____	<input type="checkbox"/> _____														
<input type="checkbox"/> Zip Code	<input type="checkbox"/> _____	<input type="checkbox"/> _____														
APPROVALS We approve the approximate 2% merchant fee for transactions that will be charged to our account once a month. <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="text-align: center;"> _____ Club Officer </div> <div style="text-align: center;"> _____ Club Adviser </div> </div>																
TO BE COMPLETED BY TREASURY SERVICES Date screens submitted for approval: _____ Date club/organization is given access to web-site: _____																

****Please submit completed form to Treasury Services, A-153 ASB or email a scanned image to treasury_services@byu.edu.**
Revised 11.2016