



## Visa Straight Through Processing Service Merchant Enrollment Form

---

The Visa Straight Through Processing (STP) service is a payment processing service that facilitates the direct submission of payment instructions from participating buyers or their issuers to your acquirer or if applicable other merchant processing provider for authorization, clearing and settlement on your behalf through the Visa payment system, without requiring any action by you other than your existing invoicing process with the buyer. For purposes of this form, a “merchant processing provider” means an entity that (i) provides payment-related services to the merchant and/or stores, transmits or processes cardholder data for the merchant, or (ii) is directly connected to VisaNet and provides authorization, clearing or settlement services to the merchant.

In order to participate in Visa’s STP service, you must be a current Visa acceptor, your acquirer must participate in the service, and you must complete and sign this enrollment form or otherwise be enrolled in the service by your acquirer or other merchant processing provider on your acquirer’s behalf. Once the set up of your STP ID is complete, no further action is required by you to participate in Visa’s STP service. Buyers who would like to pay you through Visa’s STP service must enroll in the service through their issuer to obtain a unique STP ID. An email notification will be sent to you whenever a new buyer has enrolled to pay you through Visa’s STP service. A new buyer or its issuer must obtain your consent to the new buyer before enrolling you to receive payments from that buyer through Visa’s STP service. Visa also will send you or a third party merchant services provider designated by you below a daily remittance file for payments made to you through Visa’s STP service (including buyer information, amount, payment date and optionally invoice or reference numbers) if you opt to receive one (complete relevant section below).

Please note: your acquirer and if applicable other merchant processing provider will be notified of your enrollment in Visa’s STP service. If you anticipate there will be a change in your average payment amount resulting from your participation in Visa’s STP service, please notify your acquirer or if applicable other merchant processing provider so that they may adjust your account settings as needed.

### To enroll in Visa’s STP service:

1. Complete this form electronically by selecting each shaded box and typing the information.
2. When finished, save the completed form with a new file name (we suggest using your company name and the date); print it out, have it executed by an authorized representative and return it via email to [supplierenablementservices@visa.com](mailto:supplierenablementservices@visa.com).
3. You will receive confirmation from Visa via email that your STP enrollment is complete and Visa will provide your unique STP ID. Please keep this STP ID handy, should you need to contact Visa’s STP Merchant Support (provided by CyberSource).

For customer support inquiries, please contact Visa’s STP Merchant Support at: **866-285-9035**. Merchant Support hours are Monday through Friday from 6:00 am through 5:00 pm Pacific Time. Please have your STP ID handy to expedite your call handling.

**By enrolling, the merchant identified below (“you”, “Merchant”) acknowledges that Visa will, on behalf of your acquirer, rely on the information provided on this Enrollment form to register you as a merchant to receive payments through Visa’s STP service. By enrolling, you also authorize Visa, its subsidiaries, affiliates or service providers to submit any transactions initiated by a buyer or issuer through Visa’s STP service to your acquirer or if applicable other merchant processing provider on your behalf for processing, authorization, clearing and settlement through the Visa payment system and to disclose the Merchant information contained in this Enrollment form in connection with the provision of Visa’s STP service and other Visa commercial services. You acknowledge that payments through Visa’s STP service will be processed and settled to you**



under the terms of your contractual agreement with your acquirer and if applicable other merchant processing provider, including in accordance with applicable pricing and Visa operating regulations. You represent and warrant that (i) you have obtained all consents and authorizations that are legally required to authorize Visa, its subsidiaries, affiliates or service providers to provide Visa's STP service and take all actions described in this Enrollment form, including, without limitation, consents and authorizations required under applicable data protection laws and regulations; and (ii) the individual executing this Enrollment form is authorized to enroll you as a merchant in Visa's STP service.

---

Merchant Name: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_  
[AUTHORIZED REPRESENTATIVE OF MERCHANT]

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Merchant Account Information



*Merchant Business Name: <u>[insert]</u>		
*Merchant Bank Name: <u>[insert]</u>	*Merchant ID (MID): <u>[insert]</u> This will be the Merchant bank account used to process and settle STP transactions	*Terminal ID (TID): <u>[insert]</u> This will be the terminal ID used to process and settle STP payments
*Processor Name: <u>TSYS / Vital</u>	*Platform: <u>TSYS / Vital</u>	
*V Number (8 characters, starting with V or 7): <u>[insert]</u>	*Agent Bank Number (6 digits): <u>[insert]</u>	
*Acquirer Bank Identification Number - BIN (6 digits): <u>[insert]</u>	*Agent Chain Number (6 digits): <u>[insert]</u>	
*Merchant Category Code (4 digits): <u>[insert]</u>	*Store Number (4 digits): <u>[insert]</u>	
*Merchant Location Number (5 digits): <u>00001</u>		
<b>Contact Information</b>		
*First Name: <u>[insert]</u>	*Last Name: <u>[insert]</u>	
Title: <u>[insert]</u>	*E-mail Address: <u>[insert]</u>	
*Primary Phone #: <u>[insert]</u>	Alternate Phone #: <u>[insert]</u>	
*Address Line 1: <u>[insert]</u>		
Address Line 2: <u>[insert]</u>		
*City: <u>[insert]</u>	*State/Province: <u>[insert]</u>	
*ZIP/Postal Code: <u>[insert]</u>	*Country: <u>[insert]</u>	
<b>Additional Contacts for STP-Related Notifications and Inquiries:</b>		
*First Name: <u>[insert]</u>	*Last Name: <u>[insert]</u>	*E-mail Address: <u>[insert]</u>
First Name: <u>[insert]</u>	Last Name: <u>[insert]</u>	E-mail Address: <u>[insert]</u>
<b>Visa Straight Through Processing Daily Remittance Data Distribution (optional):</b>		
<input type="checkbox"/> Yes, I want to receive the Visa STP Daily Remittance File (please note this data will be provided to your acquirer or if applicable other merchant processing provider if they opt to receive it)	Send the Visa STP Daily Remittance File to: <input type="checkbox"/> Merchant <input type="checkbox"/> 3 <sup>rd</sup> Party Recipient identified below	
<b>Visa STP Daily Remittance File recipient information:</b>		
Recipient name:	Recipient Address:	
Contact Name:	Contact Title:	



Contact Telephone:	Contact email address:
File Delivery Method <input type="checkbox"/> Email <input type="checkbox"/> SFTP (complete additional SFTP information below)	Delivery email address:

\* *Required field*

#### SFTP Delivery Information

Date Provided	Details	Responses
	1. Communication Protocol <ul style="list-style-type: none"><li>i. HTTPS</li><li>ii. SFTP</li><li>iii. FTP/S</li><li>iv. AS2</li></ul>	
	2. Identify Firewall Port	
	3. Server location (IP Address)	
	4. Login Credentials or request SSH public key <ul style="list-style-type: none"><li>i. User ID</li><li>ii. Password</li></ul>	
	5. Provide Read/Write Access on File Directory	
	6. Provide PGG public key to encrypt files	
	7. Whitelist Visa public IP addresses in server to allow the traffic – <ul style="list-style-type: none"><li>i. 198.241.175.60</li><li>ii. 198.241.175.61</li><li>iii. 198.241.175.62</li><li>iv. 198.241.175.64</li></ul>	
	8. Primary and Secondary contacts for email notifications of file delivery issues: <ul style="list-style-type: none"><li>i. Name</li><li>ii. Phone</li><li>iii. Email</li></ul>	