

**Electronic Value Transfer Administrator
Form EVTA-2, Global Work Order
Contract CMS1001, Global Payments Direct, Inc.**

Org. Agency Code	Date	Requisition No.	Comptroller's Contract No.: CMS1001	Commodity Group No.: 79008	Work Order No.
Originating Agency & Federal Identification #:			EVT Program # (s) (from Part 3 of Form EVTA-1):		
Vendor: Ms. Diane Miller, Director of Sales Global Payments, Inc. 255 Executive Drive Suite 108 Plainview, NY 11803			Ship to:		
Unless otherwise indicated, all prices are F.O.B. Destination					
Item No.	Description of Services	Start Date	End Date*	Estimated Annual Amount**	Estimated Total Amount (entire term)
	Provide Electronic Value Transfer Services in accordance with attached EVTA-2, Work Order				

*Note: End date cannot extend beyond 8/5/2008.

**Note: The annual amount should relate to the remaining fiscal year period.

This EVTA Work Order is effective and binding when it contains the approvals from the Electronic Value Transfer Administrator and the New York State Comptroller, is signed by the Originating Agency and is transmitted to Global. Unique terms or conditions added by the Originating Agency must have Global's written approval.

APPROVED
Electronic Value Transfer Administrator
(New York State Department of Taxation and Finance)

APPROVED
New York State Comptroller

Originating Agency Signature	Signature:	Name:
	Title:	Date:

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The State of New York is an Equal Opportunity/Affirmative Action Employer.

Exemption from Taxes

All EVT orders from New York State agencies are exempt from certain federal taxes, and New York State and local sales taxes pursuant to Articles 28 and 29 of the New York State Tax Law. This Form EVTA-2 Work Order must be accepted in lieu of an exemption certificate; the vendor must retain a copy of this work order to prove that the sale was exempt. Do not include taxes from which the State is exempt when submitting invoices.

Shipping Instructions

1. Quantities must be kept inside specified order. Oversupply will be returned at shipper's expense.

Notice to Vendor

Payment will be made based on vendor invoice. Invoice must contain sufficient data in order to be processed for payment. In addition to the federal identification number, invoice must include EVT order number, complete description of the items being billed, quantities, unit prices and total amount. Whenever possible, payment for multiple invoices will be consolidated on a single check with remittance advice referencing the invoices being paid.

The contract established by the EVT order is governed by Appendix A, Standard Clauses For All New York State Contracts, which is incorporated herein and made a part hereof, a copy of which is available upon request. Vendor signifies its acceptance of the terms and conditions of Appendix A by delivery of the goods or services and/or by the acceptance of payment.

The Labor Law requires public work contractors and subcontractors to pay laborers, workers or mechanics employed in the performance of a public work contract not less than the prevailing rate of wage and to provide supplements (fringe benefits) in accordance with the prevailing practices in the locality where the work is performed.

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Introduction

Form EVTA-2, Global Work Order, authorizes Global Payments Direct, Inc. (Global) to initiate reimbursable activities, associated with providing the specific financial processing services, software and/or equipment for the implementation of the Authorized User's Electronic Value Transfer program. All Authorized Users must use this work order form as the formal document to commence reimbursable services. All Authorized Users must provide Global with an approved copy of Part 3 of Form EVTA-1, Program Plan Application, indicating authorization to implement an EVT program before services requested on this document can be officially started. For more information regarding Form EVTA-1, Program Plan Application, visit the Electronic Value Transfer Administrator's Web site (www.tax.state.ny.us/evta).

Using the OGS EVT Contract with Global

The following steps describe the process for using the OGS EVT Contract with Global. For more information refer to OGS' Contract Award Notice available at their Web site (www.ogs.state.ny.us/purchase). Note: The following five steps all apply to State agencies, non-State agencies should omit steps 3 and 4.

Step 1: Complete this Form EVTA-2, Global Work Order.

Authorized Users, in conjunction with Global, must complete this Form EVTA-2, Global Work Order to identify the specific services, equipment and software they intend to procure under the contract. In completing this work order, Authorized Users will also be identifying their program's technical details, projected costs and any unique terms and conditions. Instructions for completing this form are found in the *How to Complete Form EVTA-2, Global Work Order* section.

Step 2: Obtain Global approval for unique terms or conditions.

Any terms or conditions included in this Form EVTA-2, which are not provided for in the Global Contract, shall be reviewed and approved in writing by Global. Section 7, *Unique Terms or Conditions*, of this form must be used to identify any unique terms or conditions. Global shall approve any such unique terms or conditions by completing the signature lines at the end of Section 7 of this form.

Step 3: Submit completed work order to the EVTA for approval (State agencies only).

Once completed, State agencies must submit this work order to the Electronic Value Transfer Administrator (Department of Taxation and Finance) for approval. The EVTA's evaluation will verify that the services to be provided are reflective of the scope of the agency's approved Program Plan. The EVTA will use the Electronic Value Transfer Administrator approved signature box on page 1 of this form to indicate its approval. The EVTA will return the EVTA-2 back to the agency.

An electronic copy of Form EVTA-2 can be submitted as an e-mail attachment sent to:

`evta@tax.state.ny.us`

or a paper copy of the form can be mailed to:

EVTA Unit
NYS Tax Department, Room 700, Bldg. 8
State Campus
Albany, New York 12227

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Step 4: Submit work order package to OSC for approval (State agencies only).

State agencies must sign and submit their EVTA-approved work order to the Office of the State Comptroller for their approval. OSC will perform a “pro-forma” audit to ensure that the agency has sufficient funds and the necessary approvals described above.

The agencies should include the following materials in the work order package submitted to OSC:

- a. a cover memorandum explaining the general intent of the agency’s EVT program,
- b. one (1) copy of Form EVTA-2 approved by the EVTA and signed by the agency and two (2) copies of the first page of Form EVTA-2 approved by the EVTA and signed by the agency (these will be returned to the agency by OSC),
- c. a copy of Part 3 of Form EVTA-1, Program Plan Application indicating Program Plan approval by the EVTA and the Division of the Budget,
- d. a completed Form AC-340, Contract Encumbrance Form and a completed Batch Control List (transmittal) form. NOTE: the amount on the AC-340 should be an estimated value for all service, software, equipment and fees anticipated for both the balance of the first fiscal year of the EVT program and for the total value for the entire term of the agency’s program commitment (not to extend beyond 8/5/2006). The EVTA will assist State agencies in developing these estimates and has created the EVTA Rate Calculator that will facilitate the calculation of estimated program costs.

The work order package should be submitted to:

Dan Ryan
Chief Auditor, State Expenditures
Bureau of Contracts
11th Fl.
110 State St.
Albany, NY 12236

Step 5: Submit work order to Global.

State agency Authorized Users: OSC will return approved Form AC-340 and the two (2) cover pages of Form EVTA-2 indicating their approval. The agency should affix the approved cover pages to copies of the balance of Form EVTA-2, retain one for their records and provide the other Global to commence services.

Non-State agency Authorized Users: Provide Global with a completed Form EVTA-2 to commence services.

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How to Complete Form EVTA-2, Global Work Order

Authorized Users (State agencies and others authorized to use OGS contracts) should complete a Form EVTA-2, Global Work Order for payment programs approved through the Form EVTA-1, Program Plan Application process. Authorized Users should utilize the EVTA Guidelines and the Pre-Implementation Checklist at www.tax.state.ny.us/evta, Global, and OGS' Contract Award Notice at www.ogs.state.ny.us when completing this work order. The EVTA Unit is available to assist Authorized Users in completing this work order. Additionally, the EVTA's Rate Calculator (available from the EVTA Web site) should be used by Authorized Users in computing estimated program costs.

This work order includes the following sections that must be fully completed, where applicable, by the Authorized User, in conjunction with the Global:

- Section 1 Authorized User and Contractor Information,
- Section 2 Description of the Electronic Value Transfer Program,
- Section 3.1 Initial Account Setup, Visa and MasterCard Credit and Off-line Debit Cards,
- Section 3.2 Initial Account Setup, American Express Credit Cards,
- Section 3.3 Initial Account Setup, Discover Credit Cards,
- Section 3.4 Initial Account Setup, On-line Debit Cards,
- Section 3.5 Initial Account Setup, ACH Transactions,
- Section 3.6 Initial Account Setup, Fedwire, SWIFT and CHIPS Transactions,
- Section 4.1 Other Services, Reporting,
- Section 4.2 Other Services, Training,
- Section 4.3 Other Services, Consulting,
- Section 4.4 Other Services, Internet Payment Gateway,
- Section 4.5 Other Services, Software Costs,
- Section 4.6 Other Services, Miscellaneous Services and Fees,
- Section 5 Equipment Designated by Location,
- Section 6 Other Administrative Requirements, and
- Section 7 Unique Terms or Conditions.

Line-by-line instructions are contained within each of these sections to assist Authorized Users in completing this work order. Most of these sections require the Authorized User to provide cost estimates for the services, equipment and software to be acquired from Global. The EVTA Rate Calculator, available for download from the EVTA Web site is available to assist Authorized Users in developing these cost estimates. The calculator is an Excel spreadsheet comprised of separate worksheets to calculate cost estimates for the various services, equipment and software being acquired through the contract. These worksheets are set-off as separate tabs, located at the bottom of worksheet. The instructions within each section of this work order will direct Authorized Users to the appropriate tab within the EVTA Rate Calculator. Instructions within the calculator will guide Authorized Users in using the worksheets.

Please review the Introduction in the EVTA Rate Calculator ("Intro" tab) to become familiar with the set-up of the Rate Calculator and how it's used to complete this work order.

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Section 1. Authorized User and Contractor Information				
<i>Instructions.</i> Please provide the following contact information about the Authorized User and Global.				
<i>Line a.</i> Provide the Authorized User and program name(s) as they appear on the Form EVTA-1, Program Plan Application(s). The Program #(s) are assigned by the EVTA and can be found in Part 3 of Form EVTA-1.				
<i>Line b.</i> Provide the Authorized User's mailing address.				
<i>Line c.</i> To be supplied by the Authorized User, provide the name of the primary contact for this program and include their e-mail address and phone and fax numbers.				
<i>Line d.</i> To be supplied by Global, provide the name of Global's primary contact for this program and include their e-mail address and phone and fax numbers.				
<i>Line e.</i> To be supplied by Global, provide the name of Global's account management contact for this program and include their e-mail address and phone and fax numbers.				
a	Authorized User Name			
	Program Name(s)			
	Program #(s)			
b	Authorized User Address			
C	Authorized User Contact		E-Mail Address	
	Phone Number		Fax Number	
D	Global Primary Contact	Diane Miller	E-Mail Address	diane.miller@globalpay.com
	Phone Number	(516) 349-0696	Fax Number	(516) 349-5949
e	Global Account Manager	Diane Miller	E-Mail Address	diane.miller@globalpay.com
	Phone Number	(516) 349-0696	Fax Number	(516) 349-5949

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Section 2. Description of the Electronic Value Transfer Program				
<i>Instructions.</i> Provide implementation time frames and program description. If there is more than 1 program, copy this Section 2 table and complete for each program.				
<i>Line a.</i> If the program will be implemented in phases, identify the phases and list the implementation and end date of each phase (insert additional rows as needed if program has more than three phases). For each program, identify the total program implementation and service end dates. No end dates can exceed end date of the contract (8/5/2006).				
<i>Line b.</i> Include a description of each program, fully identifying any program phases.				
a	Program #	Phase Name	Implementation Date	Service End Date
	Phase 1			
	Phase 2			
	Phase 3			
	Total Program			
b	Program Description			

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Form EVTA-2, Global Work Order

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Section 3.1. Initial Account Setup, Visa and MasterCard Credit & Off-line Debit Cards

Instructions. Complete this section only if you will be accepting Visa and MasterCard credit and off-line debit cards.

- Line a.* List the Visa and MasterCard IDs as provided by Global (American Express and Discover Merchant IDs are reported in Section 3.2). Use a separate column for each Merchant ID to be used. Copy the table to list more than two Merchant IDs. Enter “to be provided” if the Merchant IDs have not been assigned.
- Line b.* If multiple Merchant IDs are used, provide a brief description identifying the distinguishing characteristics of payments processed under the different IDs (e.g., “Visa transactions, payments for new permits, Internet payments” or “MasterCard transactions, face-to-face transactions, district office 1”).
- Line c.* Identify the exact text to appear on cardholder statements (enter a maximum of 23 characters, including spaces). To reduce disputed transactions clearly identify the Authorized User/payment from the **cardholder’s** perspective.
- Line d.* Provide the city and state to appear on cardholder statements.
- Line e.* Provide a customer service phone number to appear on cardholder statements.
- Line f.* Identify if the Merchant ID is for Visa, MasterCard or both.
- Line g.* Identify if cards will be processed in a face-to-face or non-face-to-face environment. Check all that apply under each environment (separate Merchant IDs must be used for face-to-face and non-face-to-face transactions).
- Line h.* List the average dollar value of transactions to be processed using the Merchant ID. This value should be agreed upon with Global. Consider using multiple Merchant IDs for different revenue sources with significantly different average tickets (e.g., use one Merchant ID for new license with \$100 fee and another Merchant ID for renewals with \$25 fee).
- Line i.* Identify the communication method for transmitting transactions between the Authorized User and Global (check “Leased Line” if you are using an Internet Payment Gateway under the contract with Global).
- Line j.* Identify which of the fee options you will be invoiced under by Global. Before selecting a fee option, be sure to use the EVTA Rate Calculator to determine your costs under each option and discuss with Global how these charges will appear on your invoice under each option. If you will be accepting transaction in a non-face-to-face environment, indicate if your program is eligible for MasterCard’s Public Sector interchange category (please check with Global regarding eligibility) *Note: Only Merchant IDs being billed under the Blended/Bundled % option will be eligible for volume discount rates if the statewide discount threshold is reached.*
- Line k.* List the initial credit card rates for MasterCard and Visa. These rates should agree to the rates noted on your initial invoice from Global.
- Line l.* Indicate if the settlement file will be created in a host or terminal environment. Contact the EVTA if host is required.
- Line m.* Indicate if the Authorized User will manually initiate transmission of the settlement file to Global or if it will automatically be initiated at a specific time. Also, provide the cut off time when the file will be transmitted to Global on a daily basis. If an Internet Gateway is used, supply the name of the Gateway instead of a cut-off time.
- Line n.* Indicate if you are selecting pre-funding as a service option (under pre-funding settled funds are received sooner, but at an additional cost). If pre-funding is selected, complete the Pre-funding lines, including cost estimates, within Section 4.6 of this work order.
- Line o.* Indicate if Address Verification Services (AVS) will be used. *Note: If the EVT Program includes non-face-to-face transactions and the User checks “no” for AVS, estimated costs will increase above those calculated by the Rate Calculator, as the Rate Calculator uses rates presuming AVS will be used. Contact the EVTA to determine the costs associated with not using AVS.*
- Line p.* Indicate if Credit Card Verification Value 2 (CVV2) will be used.
- Line q.* Indicate if an Interim Working Account will be used. Authorized Users should be aware that there is a separate fee for each Interim Working Account and if using an Interim Working Account should consider using a single account for all Merchant IDs and payment sources under this contract. Report Interim Working Account cost estimates in the Account Opening and Maintenance Services line in Section 4.6 of this work order. *Note: If “No” is checked, Users must provide Global with either a voided check of their depository account or a letter under the depository bank’s letterhead stating the name on the account, the routing number and the account number.*
- Liner r.* Identify the Authorized User account to which settled funds will be transferred. Supply a copy of a cancelled check or a letter from the Authorized User bank to Global authorizing FedWire transfers to the Authorized User’s bank account.
- Line s.* Estimate the number of transactions to be processed during the balance of the first fiscal year. List the total \$ amount charged. For the Transaction Cost, use the EVTA Rate Calculator to estimate the processing costs for these transactions. *Refer to the Intro tab in the EVTA Rate Calculator for instructions for selecting the appropriate C1 tab for computing cost estimates associated with the entries made in the columns below. Use lines 3a and 3b on the C1 worksheets for the volume of transactions and lines 8a and 8b for the costs. If there is more than one Merchant ID listed under this Section, re-use the EVTA Rate Calculator to calculate the costs for each Merchant ID. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.*
- Line t.* Estimate the total number of transactions to be processed during the entire term of the program. List the total \$ amount charged. For the Transaction Cost, use the EVTA Rate Calculator to estimate the total processing costs for these transactions (not to exceed five years). *To compute the costs for the entire term, re-use the worksheet to compute costs for each year of the program. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.*

a	Merchant ID	#	#
b	ID Usage		

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c	Merchant Descriptor																										
d	Merchant City/State																										
e	Customer Service Phone #																										
f	Card Type	() MasterCard () Visa	() MasterCard () Visa																								
g	Transfer Device	Face-to-Face () Swipe () Data Entry () Other: Non-Face-to-Face () Internet () IVR () Batch(PC or mainframe) () Other:	Face-to-Face () Swipe () Data Entry () Other: Non-Face-to-Face () Internet () IVR () Batch(PC or mainframe) () Other:																								
h	Average Ticket	\$	\$																								
I	Communication Method	() Dial up () Leased Line () ISDN () Host-to-Host () Wireless (cellular)	() Dial up () Leased Line () ISDN () Host-to-Host () Wireless (cellular)																								
j	Fee Option	() Blended/Bundled Flat Fee () Blended/Bundled % () Discrete Flat Fee () Discrete % Fee If non-face-to-face transactions, indicate if eligible for MasterCard's Public Sector interchange category: (X) Yes () No	() Blended/Bundled Flat Fee () Blended/Bundled % () Discrete Flat Fee () Discrete % Fee If non-face-to-face transactions, indicate if eligible for MasterCard's Public Sector interchange category: (X) Yes () No																								
k	Initial Rates	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center;">Disc</td> <td style="text-align: center;">Item</td> </tr> <tr> <td></td> <td style="text-align: center;">Rate</td> <td style="text-align: center;">Rate</td> </tr> <tr> <td>MasterCard</td> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>Visa</td> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">\$ _____</td> </tr> </table>		Disc	Item		Rate	Rate	MasterCard	_____ %	\$ _____	Visa	_____ %	\$ _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center;">Disc</td> <td style="text-align: center;">Item</td> </tr> <tr> <td></td> <td style="text-align: center;">Rate</td> <td style="text-align: center;">Rate</td> </tr> <tr> <td>MasterCard</td> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>Visa</td> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">\$ _____</td> </tr> </table>		Disc	Item		Rate	Rate	MasterCard	_____ %	\$ _____	Visa	_____ %	\$ _____
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	Disc	Item																									
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MasterCard	_____ %	\$ _____																									
Visa	_____ %	\$ _____																									
l	Settlement Capture	() Host (X) Terminal Contact the EVTA if host is required.	() Host (X) Terminal Contact the EVTA if host is required.																								
m	Settlement Initiation	() Manually initiated () Time initiated Cut-off time:	() Manually initiated () Time initiated Cut-off time:																								
n	Pre-funding	() Yes (X) No Contact the EVTA if pre-funding is required.	() Yes (X) No Contact the EVTA if pre-funding is required.																								
o	Address Verification Services (AVS)	() Yes () No * * See Note above if "no" is checked.	() Yes () No * * See Note above if "no" is checked.																								
p	Credit card verification value 2 (CVV2)	() Yes () No	() Yes () No																								
q	Interim Working Account	() Yes () No If No, see note above.	() Yes () No If No, see note above.																								
r	Authorized User Account Information	Bank Name : Routing # : Account # :	Bank Name : Routing # : Account # :																								

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Section 3.1. Initial Account Setup, Visa and MasterCard Credit & Off-line Debit Cards			
s	Estimated 1 st Year – # of Transactions; \$ Amount of Transactions; Transaction Cost	# of Transactions: \$ Amount of Transactions: Cost:\$	# of Transactions: \$ Amount of Transactions: Cost:\$
t	Estimated Total # of Transactions; \$ Amount of Transactions; Transaction Cost (entire term)	# of Transactions: \$ Amount of Transactions: Cost:\$	# of Transactions: \$ Amount of Transactions: Cost:\$

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Section 3.2. Initial Account Setup, American Express Credit Cards			
<i>Instructions.</i> Complete this section only if you will be accepting American Express credit cards.			
<i>Line a.</i> List the American Express Merchant IDs as provided by American Express. Use a separate column for each Merchant ID to be used. Copy the table to list more than two Merchant IDs. Enter “to be provided” if the Merchant IDs have not been provided before submitting this work order to the EVTA or OSC.			
<i>Line b.</i> If multiple Merchant IDs are used, provide a brief description identifying the distinguishing characteristics of payments processed under the different IDs (e.g., “payments for new permits, Internet payments” or “card present transactions, district office 1”).			
<i>Line c.</i> Indicate if split dial technology will be used (i.e., using a POS device which directly transmits authorization requests to American Express and transmits settlement files to American Express via Global). This applies only to American Express.			
<i>Line d.</i> Indicate if Plural Interface Processing (PIP) or Reverse PIP technology will be used (i.e., using a POS device which directly transmits authorization requests and settlement files to American Express). This applies only to American Express.			
<i>Line e.</i> Estimate the number of transactions to be processed during the balance of the first fiscal year, then, use the EVTA Rate Calculator to estimate the Global processing costs for these transactions. Do not include American Express discount rate costs here, as those costs should be reported on the respective Form EVTA-2, Work Orders with American Express and Discover. <i>Refer to the “Intro” tab in the Rate Calculator for instructions for selecting the appropriate C1 tab for computing cost estimates associated with the entries made in the columns below. Use line 3c on the C1 worksheets for the volume of transactions and lines 8c for the costs. If there is more than 1 “Merchant ID” listed under this Section, re-use the Rate Calculator to calculate the costs for each Merchant ID. If there is more than one Merchant ID listed under this Section, re-use the EVTA Rate Calculator worksheet to calculate the costs for each Merchant ID. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.</i>			
<i>Line f.</i> Estimate the total number of transactions to be processed during the entire term of the program and use the EVTA Rate Calculator to estimate the total Global processing costs for these transactions (not to exceed five years). Do not include American Express discount rate costs here, as those costs should be reported on the respective Form EVTA-2, Work Orders for American Express. <i>To compute the costs for the entire term, re-use the worksheet to compute costs for each year of the program. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.</i>			
a	Merchant ID	#	#
b	ID Usage		
c	Split Dial (for AMEX)	() Yes () No	() Yes () No
d	PIP Technology (for AMEX)	() Yes () No	() Yes () No
e	Estimated 1 st Year Trans. & Cost	# of transactions: Cost:\$	# of transactions: Cost:\$
f	Estimated Total Trans. & Cost (entire term)	# of transactions: Cost:\$	# of transactions: Cost:\$

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Section 3.3. Initial Account Setup, Discover Credit Cards			
<i>Instructions.</i> Complete this section only if you will be accepting Discover credit cards.			
<i>Line a.</i> List the Discover Merchant IDs as provided by Discover. Use a separate column for each Merchant ID to be used. Copy the table to list more than two Merchant IDs. Note: If you are using the EVT Contract with Discover to obtain their services, you must complete a separate Form EVTA-2 for Discover. Enter “to be provided” if the Merchant IDs have not been provided before submitting this work order to the EVTA or OSC.			
<i>Line b.</i> If multiple Merchant IDs are used, provide a brief description identifying the distinguishing characteristics of payments processed under the different IDs (e.g., “payments for new permits, Internet payments” or “card present transactions, district office 1”).			
<i>Line c.</i> Estimate the number of transactions to be processed during the balance of the first fiscal year, then, use the EVTA Rate Calculator to estimate the Global processing costs for these transactions. Do not include Discover discount rate costs here, as those costs should be reported on the respective Form EVTA-2, Work Order with Discover. <i>Refer to the “Intro” tab in the Rate Calculator for instructions for selecting the appropriate C1 tab for computing cost estimates associated with the entries made in the columns below. Use line 3d the C1 worksheet for the volume of transactions and lines 8d for the costs. If there is more than 1 “Merchant ID” listed under this Section, re-use the Rate Calculator worksheet to calculate the costs for each Merchant ID. If there is more than one Merchant ID listed under this Section, re-use the EVTA Rate Calculator worksheet to calculate the costs for each Merchant ID. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.</i>			
<i>Line d.</i> Estimate the total number of transactions to be processed during the entire term of the program and use the EVTA Rate Calculator to estimate the total Global processing costs for these transactions (not to exceed five years). Do not include Discover discount rate costs here, as those costs should be reported on the respective Form EVTA-2, Work Order for Discover. <i>To compute the costs for the entire term, re-use the worksheet to compute costs for each year of the program. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.</i>			
a	Merchant ID	#	#
b	ID Usage		
c	Estimated 1 st Year Trans. & Cost	# of transactions: Cost:\$	# of transactions: Cost:\$
d	Estimated Total Trans. & Cost (entire term)	# of transactions: Cost:\$	# of transactions: Cost:\$

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Section 3.4. Initial Account Setup, On-line Debit Cards			
<i>Instructions.</i> Complete this section only if you will be accepting on-line debit cards. The Debit Card networks included in the Global Contract are Accel, AFFN, Cash Station, Interlink-Retail, Interlink-Supermarket, MAC, Maestro, Money Station, NYCE, Pulse, Star East, Star West and Tyme. Global suggests that the authorized users use all networks.			
<i>Line a.</i> List the Merchant IDs as provided by Global, which will be used to identify the source of on-line debit card payments. Use a separate column for each Merchant ID to be used. Copy the table to list more than two Merchant IDs. Enter “to be provided” if the Merchant IDs have not been provided before submitting this work order to the EVTA or OSC.			
<i>Line b.</i> If multiple Merchant IDs are used, provide a brief description identifying the distinguishing characteristics of payments processed under the different IDs (e.g., “NYCE transactions, district office 1” or “MAC transactions, district office 2”).			
<i>Line c.</i> Identify the transfer device to be used in accepting on-line debit cards (currently, POS terminals are the only devices satisfying the networks security requirements).			
<i>Line d.</i> Identify the communication method for transmitting transactions between the Authorized User and Global.			
<i>Line e.</i> Indicate if an Interim Working Account will be used. Authorized Users should be aware that there is a separate fee for each Interim Working Account and if using an Interim Working Account should consider using a single account for all Merchant IDs and payment sources under this contract. Report Interim Working Account cost estimates in the Account Opening and Maintenance Services line in Section 4.6 of this work order.			
<i>Line f.</i> Identify the Authorized User account to which settled funds will be transferred. Supply a copy of a cancelled check or a letter from the Authorized User bank to Global authorizing transfers to the Authorized User’s bank account.			
<i>Line g.</i> Estimate the number of transactions to be processed during the balance of the first fiscal year, then, use the EVTA Rate Calculator to estimate the processing costs for these transactions. <i>Please refer to the instructions in the EVTA Rate Calculator “C2” worksheet for the completion of costs associated with the entries made in the columns below. If there is more than one “Merchant ID” listed under this Section, re-use the EVTA Rate Calculator worksheet to calculate the costs for each Merchant ID. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.</i>			
<i>Line h.</i> Estimate the total number of transactions to be processed during the entire term of the program and use the EVTA Rate Calculator to estimate the total processing costs for these transactions (not to exceed five years). <i>To compute the costs for the entire term, re-use the worksheet to compute costs for each year of the program. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.</i>			
a	Merchant ID	#	#
b	ID Usage		
c	Transfer Device	() POS	() POS
d	Communication Method	() Dial up () Leased Line () ISDN () Host-to-Host () Wireless (cellular)	() Dial up () Leased Line () ISDN () Host-to-Host () Wireless (cellular)
e	Interim Working Account	() Yes () No	() Yes () No
f	Authorized User Account Information	Bank Name : Routing # : Account # :	Bank Name : Routing # : Account # :
g	Estimated 1 st Year Trans. & Cost	# of transactions: Cost:\$	# of transactions: Cost:\$
h	Estimated Total Trans. & Cost (entire term)	# of transactions: Cost:\$	# of transactions: Cost:\$

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Section 3.5. Initial Account Setup, ACH Transactions

Instructions. Complete this section only if you will be accepting ACH Debit or Credit Transactions.

- Line a.* List the Program ID to be used to identify the source of ACH Transactions. Use a separate column for each Program ID to be used. Copy the table to list more than two Program IDs.
- Line b.* If multiple Program IDs are used, provide a brief description identifying the distinguishing characteristics of payments processed under the different IDs (e.g., “ACH Debit, new permits, Internet” or “ACH Debit, renewals, IVR”).
- Line c.* Identify if the ACH Transaction Type is an ACH Debit or ACH Credit. Skip to Line i if an ACH Credit.
- Line d.* Identify if ACH transactions will be sent to Global as a file transfer from the Authorized User, or will be directly provided by the Authorized User’s customers into one of Global’s input systems. If Authorized User File Transfer is used, complete Lines e – g, else, skip to Line h.
- Line e.* Indicate if Authorized User Transferred ACH Debit files will be NACHA formatted, and provide file specifications as required by Global.
- Line f.* Identify the communication method for transmitting Authorized User ACH Debit files to Global.
- Line g.* Identify the frequency of Authorized User ACH Debit file transfer, and provide the day/date and time as appropriate.
- Line h.* Indicate if standing orders (i.e., pre-authorized, recurring transactions) will be used. If yes, explain timeframes for file delivery, period of time the file will be used for, Contractor warehousing requirements, etc.
- Line i.* If an ACH transaction is returned, indicate if you want the transaction re-presented for payment. If yes, indicate how many re-presentments.
- Line j.* Indicate if an Interim Working Account will be used. Authorized Users should be aware that there is a separate fee for each Interim Working Account and if using an Interim Working Account should consider using a single account for all Merchant IDs and payment sources under this contract. Report Interim Working Account cost estimates in the Account Opening and Maintenance Services line in Section 4.6 of this Work Order.
- Line k.* Identify the Authorized User account to which settled funds will be transferred. Supply a copy of a cancelled check or a letter from the Authorized User bank to Global authorizing FedWire transfers to the Authorized User’s bank account.
- Line l.* Estimate the number of transactions to be processed during the balance of the first fiscal year, then, use the EVTA Rate Calculator to estimate the processing costs for these transactions. *Please refer to the instructions in the Rate Calculator “C3” worksheet for the completion of costs (including other ACH fees) associated with the entries made in the columns below. If there is more than one “Program ID” listed under this Section, re-use the EVTA Rate Calculator worksheet to calculate the costs for each Program ID. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.*
- Line m.* Estimate the total number of transactions to be processed during the entire term of the program and use the EVTA Rate Calculator to estimate the total processing costs for these transactions (not to exceed five years). *To compute the costs for the entire term, re-use the worksheet to compute costs for each year of the program. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.*

a	Program ID	#	#
b	ID Usage		
c	ACH Type	() ACH Debit () ACH Credit	() ACH Debit () ACH Credit
d	Transfer Device (ACH Debit Only)	() Authorized User File Transfer () Global’s Internet System () Global’s IVR System () Global’s Voice Call System () Other:	() Authorized User File Transfer () Global’s Internet System () Global’s IVR System () Global’s Voice Call System () Other:
e	File Type (Authorized User File Transfer Only)	() NACHA Formatted () Not NACHA Formatted Specifications:	() NACHA Formatted () Not NACHA Formatted Specifications:

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Section 3.5. Initial Account Setup, ACH Transactions			
f	Communication Method (Authorized User File Transfer Only)	() Dial up () Leased Line () ISDN () Host-to-Host () Other:	() Dial up () Leased Line () ISDN () Host-to-Host () Other:
g	Transfer Schedule (Authorized User File Transfer Only)	() Daily, Time: () Weekly, Day: Time: () Monthly, Date: Time: () Other: Day/Date: Time:	() Daily, Time: () Weekly, Day: Time: () Monthly, Date: Time: () Other: Day/Date: Time:
h	Standing Orders (ACH Debit Only)	() Yes () No If yes, explain	() Yes () No If yes, explain
i	Request Re-Presentation of Returned ACH Transactions?	() Yes () No If yes, indicate how many re-presentments	() Yes () No If yes, indicate how many re-presentments
j	Interim Working Account	() Yes () No	() Yes () No
k	Authorized User Account Information	Bank Name: Routing #: Account #:	Bank Name: Routing #: Account #:
l	Estimated 1 st Year Trans. & Cost	# of transactions: Cost:\$	# of transactions: Cost:\$
m	Estimated Total Trans. & Cost (entire term)	# of transactions: Cost:\$	# of transactions: Cost:\$

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Section 3.6. Initial Account Setup, Fedwire, SWIFT and CHIPS Transactions			
<i>Instructions.</i> Complete this section only if you will be accepting Fedwire, SWIFT or CHIPS Transactions.			
<i>Line a.</i> List the Program ID to be used to identify the source of these transactions. Use a separate column for each Program ID to be used. Copy the table to list more than two Program IDs.			
<i>Line b.</i> If multiple Program IDs are used, provide a brief description identifying the distinguishing characteristics of payments processed under the different IDs (e.g., “Fedwire, new permits” or “SWIFT, renewals”).			
<i>Line c.</i> Identify if the payment type is Fedwire, SWIFT or CHIPS.			
<i>Line d.</i> Indicate if an Interim Working Account will be used. Authorized Users should be aware that there is a separate fee for each Interim Working Account and if using an Interim Working Account should consider using a single account for all Merchant IDs and payment sources under this contract. Report Interim Working Account cost estimates in the Account Opening and Maintenance Services line in Section 4.6 of this Work Order.			
<i>Line e.</i> Identify the Authorized User account to which settled funds will be transferred. Supply a copy of a cancelled check or a letter from the Authorized User bank to Global authorizing FedWire transfers to the Authorized User’s bank account.			
<i>Line f.</i> Estimate the number of transactions to be processed during the balance of the first fiscal year, then, use the EVTA Rate Calculator to estimate the processing costs for these transactions. <i>Please refer to the instructions in the EVTA Rate Calculator “C4” worksheet for the completion of costs associated with the entries made in the columns below. If there is more than one “Program ID” listed under this Section, re-use the EVTA Rate Calculator worksheet to calculate the costs for each Program ID. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.</i>			
<i>Line g.</i> Estimate the total number of transactions to be processed during the entire term of the program and use the EVTA Rate Calculator to estimate the total processing costs for these transactions (not to exceed five years). <i>To compute the costs for the entire term, re-use the worksheet to compute costs for each year of the program. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.</i>			
a	Program ID	#	#
b	ID Usage		
c	Payment Type	() Fedwire () SWIFT () CHIPS	() Fedwire () SWIFT () CHIPS
d	Interim Working Account	() Yes () No	() Yes () No
e	Authorized User Account Information	Bank Name: Routing #: Account #:	Bank Name: Routing #: Account #:
f	Estimated 1 st Year Trans. & Cost	# of transactions: Cost:\$	# of transactions: Cost:\$
g	Estimated Total Trans. & Cost (entire term)	# of transactions: Cost:\$	# of transactions: Cost:\$

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Section 4.1. Other Services, Reporting			
Standard Reporting	<i>Instructions:</i> Describe the standard reports which will be provided - include frequency (e.g., daily, monthly) and medium (e.g., paper, electronic, or both). Standard reports are provided at no additional charge.		
	Estimated 1 st Yr. Cost	No additional charge	Estimated Total Cost
			No additional charge
Ad-Hoc Reporting (See the “C8” tab in the Rate Calculator, use “Incidental Consulting” to determine estimated costs)	<i>Instructions:</i> Describe the ad-hoc reports which will be provided - include frequency (e.g., daily, monthly) and medium (e.g., paper, electronic, or both). Using the EVTA Rate Calculator, provide a cost estimate for the balance of the first fiscal year and for the entire term of the program (not to exceed five years).		
	Estimated 1 st Yr. Cost	\$	Estimated Total Cost
			\$

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Section 4.2. Other Services, Training			
Implementation Training	<i>Instructions:</i> Describe the implementation training to be provided - include dates and locations, if known. Implementation Training is provided at no additional charge.		
	Estimated 1 st Yr. Cost	No additional charge	Estimated Total Cost
Standard On-Going Training	<i>Instructions:</i> Describe the standard on-going training to be provided - include dates and locations, if known. Standard On-going Training is provided at no additional charge.		
	Estimated 1 st Yr. Cost	No additional charge	Estimated Total Cost
Additional On-Going Training (See the "C8" tab in the Rate Calculator, use "Training" to determine estimated costs)	<i>Instructions:</i> Describe any additional on-going training which might be provided. Using the EVTA Rate Calculator, provide a cost estimate for the balance of the first fiscal year and for the entire term of the program (not to exceed five years).		
	Estimated 1 st Yr. Cost	\$	Estimated Total Cost
Hexagon Training (HSBC) (See the "C8" tab in the Rate Calculator, use "Training" to determine estimated costs)	<i>Instructions:</i> Describe any Hexagon training provided by HSBC. Using the EVTA Rate Calculator, provide a cost estimate for the balance of the first fiscal year and for the entire term of the program (not to exceed five years). <i>Note: There is no charge for the first training session.</i>		
	Estimated 1 st Yr. Cost	\$	Estimated Total Cost

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Section 4.3. Other Services, Consulting			
Developmental Consulting	<i>Instructions:</i> Describe the developmental consulting (i.e., consulting related to determining the most efficient method for accepting electronic payments) to be provided - including dates and locations, if known. Developmental consulting is provided at no additional charge.		
	Estimated 1 st Yr Costs	No additional charge	Estimated Total Cost
Implementation Consulting	<i>Instructions:</i> Describe the implementation consulting (i.e., consulting related to installation or integration of contractor's equipment or software, developing and maintaining of interfaces or designing, developing, certifying, implementing and maintaining electronic payment programs) to be provided - including dates and locations, if known. Implementation consulting is provided at no additional charge.		
	Estimated 1 st Yr. Cost	No additional charge	Estimated Total Cost
Incidental Consulting (See the "C8" tab in the Rate Calculator, use "Incidental Consulting" to determine estimated costs)	<i>Instructions:</i> Describe the incidental consulting (i.e., other consulting services related to the Authorized User's electronic payment program not covered under Developmental Consulting or Implementation Consulting) to be provided - include dates and locations, if known. Using the EVTA Rate Calculator, provide a cost estimate, including reasonable travel and expenses, for the balance of the first fiscal year and for the entire term of the program (not to exceed five years).		
	Estimated 1 st Yr. Cost	\$	Estimated Total Cost

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Section 4.4. Other Services, Internet Payment Gateway			
Internet Payment Gateway (Use the "C10" tab in the Rate Calculator to determine estimated costs)	<i>Instructions:</i> Identify the Internet Payment Gateway and whether the gateway will be processing authorizations only or authorizations and settlements. Using the EVTA Rate Calculator provide a cost estimate for the balance of the first fiscal year and for the entire term of the program (not to exceed five years).		
	Estimated 1 st Yr. Cost \$	Estimated Total Cost	\$

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Section 4.5. Other Services, Software Costs			
Software Costs (Use the "C6" tab in the Rate Calculator to determine estimated costs)	<i>Instructions:</i> Describe the types of software to be provided by Global - include number of units and dates and locations for installation, if known. Using the EVTA Rate Calculator provide a cost estimate for the balance of the first fiscal year and for the entire term of the program (not to exceed five years).		
	Software Product	Units	Users
	Global Access Advantage		
	Retail Access Advantage		
	Purchasing Advantage		
	Hexagon		
	Estimated 1 st Yr. Cost	\$	Estimated Total Cost
			\$

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Section 4.6. Other Services, Miscellaneous Services and Fees			
Pre-funding (Use the "C5" tab in the Rate Calculator to determine estimated costs)	<i>Instructions:</i> Identify if pre-funding services are to be provided. Using the EVTA Rate Calculator provide a cost estimate for the balance of the first fiscal year and for the entire term of the program (not to exceed five years).		
	Estimated 1 st Yr. Cost	\$	Estimated Total Cost
Miscellaneous Processing Costs (See the "C8" tab in the Rate Calculator, use "Miscellaneous Processing Services" to determine estimated costs)	<i>Instructions:</i> Identify which miscellaneous services/fees (i.e., voice authorization, voice date capture, address verification, chargebacks and/or terminal reprogramming) will be provided/incurred. Using the EVTA Rate Calculator provide a cost estimate for the balance of the first fiscal year and for the entire term of the program (not to exceed five years). For retrievals and chargebacks, indicate whether to fax the notice or mail the notice. Also, indicate the name of the person at the Authorized User who will be receiving these retrievals/chargebacks.		
	Estimated 1 st Yr. Cost	\$	Estimated Total Cost
Interim Working Account Opening and Reporting Services (See the "C8" tab in the Rate Calculator, use "Interim Working Account Services" to determine estimated costs)	<i>Instructions:</i> List the Interim Working Account(s), if any, to be used. Using the EVTA Rate Calculator provide a cost estimate for the balance of the first fiscal year and for the entire term of the program (not to exceed five years). The Authorized User must include account maintenance and select either "same day" or "prior day" reporting costs. Supply a copy of a cancelled check or a letter from the Authorized User bank to Global authorizing FedWire transfers to the Authorized User's bank account.		
	Estimated 1 st Yr. Cost		Estimated Total Cost

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Section 5. Equipment Designated by Location							
<i>Instructions.</i> Complete this section if you will be acquiring equipment (i.e., point-of-sale terminals and peripheral devices including printers and PIN pads). Note: State agency Authorized Users should refer to OSC Bulletin No. G-80 for pertinent equipment acquisition guidelines (available at www.osc.state.ny.us/agencies/gbull/g-80).							
<i>Line a.</i> Identify the physical locations in which you will be installing the equipment. If equipment is to be installed in more than six locations, create a copy of this table to identify those additional locations.							
<i>Line b.</i> Provide an estimate of the maximum number of units of each equipment type that will be used at each location.							
<i>Line c.</i> Enter the total number of units of all equipment types to be used at each location.							
<i>Line d.</i> Enter the total number of units of all equipment types to be acquired during the first year.							
<i>Line e.</i> Enter the total cost of equipment for the first year. <i>Please refer to the instructions in the Rate Calculator "C7" worksheet for the completion of costs associated with purchasing, leasing and renting equipment and purchasing supplies.</i>							
<i>Line f.</i> Enter the total number of units of all equipment types to be acquired during the entire term.							
<i>Line g.</i> Enter the total cost of equipment for the entire term (not to exceed five years). <i>To compute the costs for the entire term, re-use the worksheet to compute costs for each year of the program. To maintain a record of these estimates before re-using the EVTA Rate Calculator, complete the program identification information at the bottom of the worksheet and print the individual sheet.</i>							
<i>Line h.</i> If known, provide delivery specifications including initial delivery of equipment.							
a	Location						
b	Cheqr	#	#	#	#	#	#
	Checkmate 431	#	#	#	#	#	#
	Verifone 201	#	#	#	#	#	#
	Verifone 1000	#	#	#	#	#	#
	Hypercom P8	#	#	#	#	#	#
	Datacard Printer	#	#	#	#	#	#
	Omni 3200 w/printer	#	#	#	#	#	#
	Hypercom ICE	#	#	#	#	#	#
	Verifone 900	#	#	#	#	#	#
	Omni 3200 w/o printer	#	#	#	#	#	#
	Omni 390	#	#	#	#	#	#
	Tranz 380	#	#	#	#	#	#
	Tranz 460	#	#	#	#	#	#
	Tranz 420	#	#	#	#	#	#
NBS	#	#	#	#	#	#	
c	Total Units by Location	#	#	#	#	#	#
d	Total Equipment Units for all locations, 1 st Year						#
e	Total Equipment Cost for all locations, 1 st Year						\$
f	Total Equipment Units for all locations, Entire Term						#
g	Total Equipment Cost for all locations, Entire Term						\$
h	Delivery Specifications (if known, identify when equipment is to be delivered for each location):						

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Section 6. Other Administrative Requirements		
<p><i>Instructions.</i> Complete to identify any other administrative requirements of the Authorized User.</p> <p><i>Line a.</i> Identify the Authorized User Unique Field and the detailed makeup of the field. Describe its use by the Authorized User and what record and positions the field is located.</p> <p><i>Line b.</i> Identify and describe any certification of Authorized User interfaces to be performed by Global.</p> <p><i>Line c.</i> Identify the Authorized User person who will be receiving the monthly invoices and indicate that person's mailing address.</p> <p><i>Line d.</i> Identify the records retention and/or data ownership period, not to exceed 7 years. If the records retention and/or data ownership period is beyond 7 years, add requirement to Section 7, line d.</p> <p><i>Line e.</i> Identify and describe any acceptance testing requirements beyond those provided for in the contract.</p> <p><i>Line f.</i> Identify and describe any other administrative requirements.</p>		
a	Authorized User Unique Field – 20 positions	
b	Certifying Interfaces	
c	Invoicing	
d	Records Retention/Data Ownership	
e	Acceptance Testing	
f	Other 1, specify:	
	Other 2, specify:	
	Other 3, specify:	

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Section 7. Unique Terms or Conditions		
<p><i>Instructions.</i> Complete to identify any terms or conditions required by the Authorized User beyond those provided for in the Global Contract. Enter "None" (or check No) as a response to each line in which no unique terms or conditions are required. Note: Global must approve to this section in writing if any unique terms or conditions are identified.</p> <p><i>Line a.</i> Identify and describe any security requirements beyond those provided for in the contract.</p> <p><i>Line b.</i> Identify and describe any confidentiality requirements beyond those provided for in the contract.</p> <p><i>Line c.</i> Indicate if a convenience fee will be charged to the cardholder. If you are planning on charging a fee to the cardholder, please describe how the fee will be computed. (Note: Use of convenience fees must be approved by Visa and MasterCard through Global).</p> <p><i>Line d.</i> Identify and describe any other required terms or conditions beyond those provided for in the contract.</p> <p><i>Line e.</i> To be completed by Global if any line a thru d identifies unique terms or conditions.</p>		
a	Security	
b	Confidentiality	
c	Convenience Fees	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe how the fee will be computed:
d	Other 1, specify:	
	Other 2, specify:	
	Other 3, specify:	
e	Global Approval Signature	Global agrees to any and all unique terms or conditions set forth in Section 7, lines a - d above.
		Signature: _____ Name: _____
		Title: _____ Date: _____