

Executive Summary

Company's Payment Card Business

Describe the nature of your business:

Note: This is not intended to be a cut-and-paste from the company's website, but should be a tailored description for the assessor to understand the business conducted.

Describe how and why the company stores, processes, and/or transmits cardholder data:

Note: This is not intended to be a cut-and-paste from above, but should build on the understanding of the business and the impact this can have upon the security of cardholder data.

Describe the types of payment channels the company serves, such as card-present and card-not-present (mail order/telephone order [MOTO], e-commerce, etc.):

Describe the entities that the company connects to for payment transmission or processing, including processor relationships:

Cardholder Data Environment

Processes (payment channels, business functions, etc.):

Locations/Sites/Stores (retail outlets, data centers, corporate office locations, call centers, etc.):

Other details (client's internet access points, internal corporate network, processing connections, etc.):

Cardholder Data Flow

For the authorization process using credit card data, describe what types of cardholder data is involved and how it was transmitted and/or processed. Also include intent of purpose for the data to be used.

For the capture process using credit card data, describe what types of cardholder data is involved and how it was transmitted and/or processed. Also include intent of purpose for the data to be used.

For the settlement process using credit card data, describe what types of cardholder data is involved and how it was transmitted and/or processed. Also include intent of purpose for the data to be used.

For the chargeback process using credit card data, describe what types of cardholder data is involved and how it was transmitted and/or processed. Also include intent of purpose for the data to be used.

For other process invoked where credit card data is used, describe what types of cardholder data is involved and how it was transmitted and/or processed. Also include intent of purpose for the data to be used.

Cardholder Data Storage (For those with Hard Copy Materials)

Describe the locations where cardholder data is physically stored, including the type of materials (receipts, reports, mail, forms, etc.) and controls to protect the data at each location.

Hardware in Cardholder Data Environment

Describe the hardware used within the cardholder data environment, including device type (payment terminal type, vendor make and model, role and functionality, etc.).

Service Providers and Other Third Parties that Effect Security of Cardholder Data

Provide the name of the entity that effects security of cardholder data and the type of service provider they are (can include third party hosting providers). If cardholder data is shared with this entity, please include details of what components of CHD are shared with this entity (PAN, Track Data, CVV, etc.).