

PCI Do's and Don't's

DO's...

Inspect credit card equipment regularly for tampering to ensure there are no skimmers. Inform your supervisor immediately of any tampering or suspicious behavior.

When the customer is present, keep the card in their line of sight.

Request a different card or another form of payment if a credit card is declined.

Verify that the signature on the receipt matches the back of the card.

Ensure cardholder information is written on specified State agency forms. Only the last four digits of the account number must be on the forms.

Don'ts...

Do not send emails or text messages with cardholder data.

Don't write down the Card Security Code on paper documents.

Do not leave documents which contain cardholder data in unsecured or unlocked areas.

Don't accept credit cards that are not approved for your merchant account.