

# PayPal Request Form

The Treasurer's Office has opened a PayPal (Parent) account that will allow Merchants to open a child account to collect funds via PayPal, or credit card, and have the funds (net the fees) directly post into the GL chartstring assigned by the Merchant. Merchants can request to open a PayPal account that will utilize a HTML Button, or API link for online transactions, and/or they can get a QR code or Zettle POS reader for in-person transactions. No other PayPal payment gateway is approved outside of the Treasurer's PayPal solutions without written authorization from the Treasurer's office.

The UMass PayPal program allows a Merchant to accept both PayPal and credit card processing for workshops, events, dining, retail stores etc. Please allow **AT LEAST 15 Business days** from the date this form will be provided to the Treasurer's Office until the start date to process your request. The Treasurer's eCommerce office can be reached at 774-455-7581 or [Treasurer\\_eCommerce@umassp.edu](mailto:Treasurer_eCommerce@umassp.edu) if you have questions.

**Note: If using an API,** Prior to taking live payments, the website and PayPal API connection will be reviewed by a QSA (Qualified Security Assessor) and approved by the Treasurer's Office.

**Pricing-** For PayPal online accounts originated inside the U.S -All transaction fees are at 1.9% of the transaction amount plus \$0.30 a transaction (PayPal or Credit Card payments)

For PayPal online accounts originated outside U.S. - All transaction fees are at 3.4% of the transaction amount plus \$0.30 a transaction (PayPal or Credit Card payments)

## **QR Code Pricing for PayPal Online**

Inside the U.S- 1.90%+\$0.10 per transaction.

Outside the U.S. – 3.4% of the transaction amount plus \$0.10 per transaction

**Zettle POS Pricing** (tablet is University owned- pricing below for POS device reader and transaction cost)  
Zettle POS device/reader- \$69 a piece

POS transaction cost- 2.20% of the transaction plus .09 cents for credit card and contactless payments

POS Transaction cost for swipe/manual entry of credit card 3.49% plus .09 cents per transaction

## **QR Code pricing for Zettle**

Promotional Pricing until 12/31/22- 1.9% plus .10 cents per transaction for transactions \$10.01 USD and above and 2.40% plus \$.05 US per transactions \$10.00 USD and below

QR Code pricing after 2.2 % plus .09 cents per transaction

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**Please provide a short description of your event:**

Estimate of monthly sales \$ \_\_\_\_\_

Do you need a flex spending MCC Code for medical/healthcare purposes? (Yes/No)\_\_\_\_\_

## **Department/Event Information**

- Department Name (for MID)\_\_\_\_\_
- Event or Product Item Name (50 character max) for buttons, QR codes  
\_\_\_\_\_
- Event Date(s) for buttons \_\_\_\_\_
- Website URL that will display PayPal Checkout Button (if applicable) \_\_\_\_\_

- Contact (sales) Person \_\_\_\_\_
  - Phone \_\_\_\_\_ email \_\_\_\_\_
- Technical (website) contact\* \_\_\_\_\_
  - Phone \_\_\_\_\_ email \_\_\_\_\_

\*Technical contact is someone who has access to your web page for placement of the PayPal Checkout button or API set up.

### **Chartstring Information -**

- **REVENUE:**            **Business Unit** \_\_\_\_\_                      **Account** \_\_\_\_\_  
                                  **Fund** \_\_\_\_\_            **Dept ID** \_\_\_\_\_                      **Program Code** \_\_\_\_\_  
                                  **Class** \_\_\_\_\_            **Project/Grant** \_\_\_\_\_

**NOTE:** Fees (other than the cost of Zettle device reader, which is invoiced to the department) will be removed from revenue prior to GL posting. Merchants can reconcile accounts by viewing fees and revenue in PayPal reports against GL.

### **Payment Hosted Buttons**

- Single Payment: \_\_\_\_\_
  - Payment Description (ex. Date and Name of Event- \$50 ) \_\_\_\_\_
- Multiple Payment Amount(s): \_\_\_\_\_
  - Payment Description (ex: student \$10, public \$35 ) \_\_\_\_\_
- Donation (name of recipient) \_\_\_\_\_

Note: The donation button will have a blank payment field to allow the customer to donate any amount

- Pay Now (name of invoice needed) \_\_\_\_\_

Note: The Pay Now button will have a blank payment field to allow the customer to pay the amount they have been invoiced. **In lieu of a Pay Now payment button, a PayPal user can be granted access to the invoicing role, and directly invoice customers via their email address. See**

- Subscription (name of campus and what they are subscribing to needed)
  - \_\_\_\_\_ billing amount each cycle
  - # of days, weeks, months, years
  - How many cycles should billing stop? (never or 2-30 cycles)
- Shopping Cart – with add to cart and view cart options
  - Name items to sell (include color, sizes)
  - Do you want inventory tracked? If yes, tell me beginning # and also when to notify you when inventory low (ex. Notify me when we only have 3 left)
  - Do you want the customer to be able to purchase when out of stock



# UMass Treasurer's PayPal Account- FAQ

- 1. Will the PayPal products allow payments from PayPal accounts, and also credit cards?**
  - a. Yes, and the pricing will be the same
  
- 2. What are QR code payments?**
  - a. QR-code payments will allow you to get paid in person with PayPal just by displaying your QR code for customers to scan. You don't need any additional devices
  
- 3. When do QR codes expire?**
  - a. Your QR code does not expire. You can continue to use it indefinitely as long as the PayPal MID is open
  
- 4. Can I change the PayPal MID associated with my QR code?**
  - a. No, each QR code is generated for a specific PayPal MID. To get a QR code for a different chartfield, a new PayPal MID must be requested with the Treasurer's office. Please note, each MID connects to the QR code and chartfield but NOT to the payment buttons. Payments made via the QR code will not differentiate an event, rather it will just bring funds to the MID associated with it (ex. Store, food truck, dining area) but you can have multiple MIDS per Merchant.
  
- 5. Do customers need additional apps to scan the QR code?**
  - a. No, just the PayPal app
  
- 6. How will I receive the revenue from the PayPal payments?**
  - a. Revenue will flow directly to the PeopleSoft Chartfield you identified on the set up sheet above via a daily file (similar to how credit card payments are processed but the fees are taken out prior to the revenue posting). Each MID connects to one QR code and one chartfield. You can have multiple payment buttons per MID, but the funds will go to the same chartfield as the MID

**7. How do I pull GL reports in PeopleSoft for reconciliation?**

- a. In PeopleSoft, pull a query with the name UM\_PP
- b. If you want to pull by your PayPal ID, you will use the 13 digit child account number. This will be provided to the Merchant by the Treasurer’s office at set up.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values

\*Search By: Query Name (dropdown) begins with: UM\_PP

Search    Advanced Search

**Search Results**

\*Folder View: -- All Folders -- (dropdown)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UM_PP_ACCTG_LN	UM_PP_ACCTG_LN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UM_PP_ACCTG_LN_BY_ACCOUNT	UM_PP_ACCTG_LN_BY_ACCOUNT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UM_PP_ACCTG_LN_BY_ACCTG_DT	UM_PP_ACCTG_LN_BY_ACCTG_DT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UM_PP_ACCTG_LN_BY_BATCH_DT	UM_PP_ACCTG_LN_BY_BATCH_DT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UM_PP_ACCTG_LN_BY_DEPT	UM_PP_ACCTG_LN_BY_DEPT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UM_PP_ACCTG_LN_BY_EVENT_CODE	UM_PP_ACCTG_LN_BY_EVENT_CODE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UM_PP_ACCTG_LN_BY_FUND	UM_PP_ACCTG_LN_BY_FUND	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UM_PP_ACCTG_LN_BY_JRNL_ID	UM_PP_ACCTG_LN_BY_JRNL_ID	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UM_PP_ACCTG_LN_BY_PAYPAL_ID	UM_PP_ACCTG_LN_BY_PAYPAL_ID	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UM_PP_ACCTG_LN_BY_TRANS_DT	UM_PP_ACCTG_LN_BY_TRANS_DT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

**8. Where can I see the fees that were taken from each revenue payment?**

- Pulling reports in PayPal
  - a. Log into PayPal <https://www.paypal.com> with the log in information you were provided by the Treasurer administrator
  - b. Go to reports on top header- tool bar  
The reports area will show you sales, statements, and transactions

**9. What if I have a question about a PayPal payment?**

- a. Contact [treasurer\\_ecommerce@umassp.edu](mailto:treasurer_ecommerce@umassp.edu)

**Sales Tax**

**Sales Tax is not taken at the time of the PayPal payment. For questions related to Sales Tax of items sold on PayPal, please contact [JYang@umassp.edu](mailto:JYang@umassp.edu) or [KONeil@umassp.edu](mailto:KONeil@umassp.edu)**