**Show Me the Money!**

* Are you unhappy with the length of time it takes to get your money from Cvent? If you are using Cvent Payment Services (CPS) funds are transferred monthly, so if you just miss a payout date, it could be another month before you see your funds. There are other options that payout much quicker — like 24-48 hours.

Your chapter will need to establish its own merchant account. To do this you will need to complete the [Merchant Account Datasheet](https://www.hfma.org/WorkArea/DownloadAsset.aspx?id=63949)and submit it to Robert Hingson-Gates at First Data.  Once he receives the completed datasheet, he will fill out your application, upload it to their secure web server, and e-mail a link to it.  When you receive that e-mail, you will need to click on the link and access the application so that you can review it and submit it online.  From that point, the application will be forwarded to First Data’s credit department for immediate review.  The credit department will approve the merchant account within 1- 3 business days.  Once the merchant account is open, they will provide the information you need to connect CVENT to your new merchant account.

You can reach Robert Hingson-Gates at [robert.hingsongates@firstdata.com](mailto:robert.hingsongates@firstdata.com)

Below are the fees for the Internet Merchant Account:

 $0.00 Set-Up Fee

 $0.00 Monthly Service Fee

 $0.00 Monthly Minimum

 $0.00 Monthly Statement Fee

 Interchange Plus 0.50% (VISA, MasterCard, Discover)

2.45% + $0.25 per Transaction (American Express) (transactions between $0.01 - $75)

2.80% + $0.25 per Transaction (American Express) (transactions between $75.01 - $1,000)

3.25% + $0.25 per Transaction (American Express) (transactions over $1,000)

$0.10 Address Verification Service Fee (required on all transactions that are entered on the Internet)

$0.0340 VISA, MasterCard, Discover Network Access Fee (charged on all VISA, MasterCard, and Discover transactions.  This is an industry-standard fee.)

 NO Customer Service Fee

 NO Batch Fees

 NO Cancellation Fee

 $9.95 Monthly PCI Compliance Service Fee (covers your annual PCI Compliance Assessment)

First Data provides the funding for MasterCard, VISA, Discover, and American Express. So, you will see your charges for all four types of cards on your merchant statement from us. You will not receive a separate statement from Discover or American Express. In addition, you will receive the deposits of your Discover credit card sales and your American Express credit card sales on the same day that you get your deposits from your MasterCard and VISA credit card sales.

If you have any questions, please contact Robert Hingson-Gates at 404-863-3187.