

American Express Data Security Operating Policy Request for Exception to Quarterly Scanning Requirement/ Self Assessment Checklist

This form is to be used by Level 2 merchants¹ requesting an annual exception from providing Quarterly Network Scans in accordance with the American Express Data Security Operating Policy (DSOP). This form must be completed and signed by the Chief Executive Officer, Chief Financial Officer or Principal of the merchant identified below. American Express' approval of this exception will expire one year from the approval date. You must renew your exception request annually with American Express to meet compliance requirements with the American Express DSOP.

Please check all that apply:

1. Merchant Point of Sale (POS) systems are non IP-based² or have no external Internet connections.
Check box below if any of the following merchant processing functions have access to the Internet:
 Payment reconciliation - Provide name of product/application _____
 Dispute/Chargeback processing - Provide name of product/application _____
2. All payment processing functions (POS, reconciliation dispute/chargeback) are segregated from other corporate systems/domains.
3. Merchant email service is segmented from POS systems or systems that store Cardmember Information.
4. Merchant does not store, process or transmit payment data to any other internal system or third party other than the processor (e.g. marketing programs, rewards programs).
5. Merchant and its POS systems do not store the full content of magnetic stripe³ (track) data.
6. Merchant and its POS systems do not store Card Identification Number (CID).
7. Merchant has (i) franchise locations that process payment transactions without utilizing a corporate network or (ii) locations that independently process payment transactions without utilizing a corporate network.
8. Merchant has (i) franchise locations that processes payment without sharing with other units/divisions/affiliates a central repository for Cardmember Information or (ii) locations that independently process payment transactions without sharing with other units/divisions/affiliates a central repository for Cardmember Information.
9. The checked boxes above apply to all merchant accounts for this organization.
10. The checked boxes above apply only to the merchant accounts provided in an attached list.

The undersigned hereby certifies that the above statements are true and accurate and that the merchant identified below adheres to the requirements of the PCI Data Security Standards.

Signature _____ Date _____

Print or Type Name _____ Print or Type Title _____

Merchant Name _____ American Express Merchant Number (10 digit SE#) _____

Submit the completed request form via fax 602-537-2335 or send a PDF file to AmericanExpressDataSecurity@aexp.com. American Express reserves the right to change these requirements on ten (10) days prior notice.

For American Express Use Only

Approved Declined

Approver's Signature _____ Approver's Title _____ Date _____

¹ An American Express Level 2 merchant is defined as conducting 50,000 to 2.5 million American Express transactions annually.

² An IP-based POS environment is one in which transactions are stored, processed, or transmitted on IP-based systems communicating via TCP/IP.

³ Magnetic Stripe (Track) Data is encoded in the magnetic stripe on the back of the Card used for authorization during Card present transactions.

