**Letter to TPSP prior to engagement**

Hello [Vendor Contact],

As a prospective third-party service provider (TPSP) which will be involved in payment card processing for [Department] within Florida International University (FIU), you are required to provide FIU with an Attestation of Compliance (AOC) validating your PCI compliance. If your application re-directs to or is integrated with a compliant payment processor (i.e., PayPal, Authorize.net, Stripe, etc.), FIU does still require your organization to provide a separate AOC due to the fact that you can impact the security of the payment process.

PCI DSS Version 4.0 is effective as of March 31, 2024. Any AOCs completed after that date must be performed using version 4.0. Furthermore, if FIU is the merchant of record, requirement 12.9.2 of the PCI DSS requires TPSP’s to provide information to customers regarding their own PCI compliance and a breakdown of customer versus vendor responsibilities. Therefore, please forward a copy of [Vendor’s Name] PCI Responsibility Matrix. If your company does not have a PCI Responsibility Matrix on file, please refer to the template attached that can be used as needed to outline the responsibilities for meeting each DSS requirement between each party ([Vendor] or FIU), or shared responsibilities. Once received, we will review the responsibility matrix to ensure [Vendor] and FIU are aligned.

Our dedicated PCI Team will review the applicable documents during the contract approval process.

**Annual Letter to TPSP requesting AOC**

As a contracted third-party service provider (TPSP) which is involved in payment card processing for [Department] within Florida International University (FIU), you are required to provide FIU with your Attestation of Compliance (AOC) annually. Your last AOC was completed on [DATE], so please provide your updated AOC for this year. This annual requirement was referenced in the original contract: [PUR #] As a reminder, if your application re-directs to or is integrated with a compliant payment processor (i.e., PayPal, Authorize.net, Stripe, etc.), FIU does still require your organization to provide a separate AOC due to the fact that you can impact the security of the payment process.

PCI DSS Version 4.0 is effective as of March 31, 2024. Any AOCs completed after that date must be performed using version 4.0. Please provide the requested AOC by [date].

Thank you in advance.