<<Merchant Name>>
<<Bill To Address>>
<<Bill To City>> <<Bill to State>> << Bill To Zip >>

RE: Merchant Number

Dear Valued Merchant:

Thank you for choosing Liberty Merchant Service for your payment processing needs. We value your business and want to continue helping you realize the benefits of our relationship. Part of our commitment is to inform you of changes that may affect your merchant account, including updates to your fees and the requirement of all merchants to maintain Payment Card Industry (PCI) Data Security Standard (DSS) compliance. Please take a moment to read this entire letter to learn more about **our PCI Compliance Assistance Service Program, new applicable fees and how you can minimize your costs and risks by becoming PCI DSS compliant.**

PCI DSS Compliance Requirement

The payment brands have mandated that all merchants who store, transmit or process cardholder information must maintain compliance with the PCI DSS. We, as your service provider, take the protection of customer and payment account data very seriously. We understand the risks and financial costs that a compromise can pose to your business. In support of this important mandate, we require all of our merchants to validate their PCI DSS compliance status with us and want to make the process as convenient as possible for you.

Compliance Assistance Service Program

Liberty Merchant Service has arranged PCI compliance services through the First Data® PCI Rapid Comply® Trustwave Enabled solution, an easy-to-use online SAQ and integrated scanning tool that offers:

- **Step-by-step guidance to complete the annual self-assessment questionnaire (SAQ):** The step-by-step application will direct you to the PCI SAQ that is appropriate for your business. You can complete the SAQ with guided support, ensuring each question is answered accurately.

- **Comprehensive support that ensures your questions get answered:** Have a question? With our built-in help, guides and security expertise, we can answer any PCI questions you may have – via chat, email and phone.

The solution will guide you through the completion of your PCI DSS Self-Assessment Questionnaire (SAQ) and includes (if applicable) scans of your processing systems. **To learn more about PCI Rapid Comply Trustwave Enabled solution and to get started with your mandatory PCI compliance, please visit www.pcirapidcomply.com.** Instructions on the website will help you get started immediately. Once you have achieved PCI compliance, PCI Rapid Comply Trustwave Enabled Solution will notify us of your compliance.

While participation in the PCI Compliance Service Assistance Program helps to mitigate the risk of a security breach or data compromise, participation does not guarantee or prevent a security breach or compromise.

Please note that your existing PCI fees will remain the same.

If you still have questions, we encourage you to contact our Customer Service Department at the phone number printed on your merchant statement for additional information. We appreciate your business.

Sincerely,

Liberty Merchant Service
888-881-1936