



FEMA

W-16009

February 23, 2016

MEMORANDUM FOR: Write Your Own (WYO) Company Principal Coordinators and the National Flood Insurance Program (NFIP) Direct Servicing Agent

FROM: NFIP Clearinghouse

SUBJECT: Annual Payment Card Industry (PCI) Compliance Validation

This bulletin is to announce that FEMA's Payment Card Industry (PCI) Compliance Revalidation due date is **April 29, 2016**.

As a reminder, FEMA must maintain compliance with the PCI Data Security Standard (DSS) at all times. To meet that requirement, WYOs are required annually to complete the PCI DSS AOC (Attestation of Compliance) Service Provider form V3.1 April 2015, even if using Pay.gov. Using Pay.gov does not exempt anyone from completing and submitting the PCI DSS AOC form. **If a WYO accepts payment cards/credit cards, then the PCI Security Standards apply to you.** Therefore, FEMA will be requesting proof of compliance annually from our WYOs, also known as Service Providers.

I am sure many of you are familiar with what is required. But for those who are not as familiar with the process, please review the steps below. In order for our WYOs to be in compliance, FEMA needs the following:

- 1) Companies should submit the PCI DSS AOC – Service Provider Version 3.1. Use the link below to complete the PCI DSS AOC form. Submit the AOC Service Provider form v3.1 by **COB Friday, April 29, 2016**. You can submit forms electronically with appropriate signatures to [jackie.taylor@dhs.gov](mailto:jackie.taylor@dhs.gov).
- 2) Go to the [PCI website](#) and click on the tab “Document Library” at the top of the page. Scroll down under the heading “Reporting Templates and Forms” and click on the link PCI DSS AOC – Service Providers V3.1 – April 2015. **Include a signature with a date** and submit form.
- 3) If you have a certificate of compliance, there is no need to complete the required forms. Just submit your certificate of compliance in place of the forms.
- 4) If your company does not accept credit card payments, there is no need to submit the required forms. Please send an email to Jackie Taylor indicating that your company does not accept credit card payments.

If you have any questions, please contact Jackie Taylor at the above email address.

cc: Vendors, IBHS, FIPNC, Government, Technical Representative

Suggested Routing: Accounting