



FEMA

W-15002

January 23, 2015

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

FROM: Edward L. Connor *Edward L. Connor*
Deputy Associate Administrator for Federal Insurance

SUBJECT: Annual PCI Compliance Validation

This bulletin is to announce that FEMA's PCI Compliance **Revalidation due date is April 9, 2015.** As a reminder 1) all of our merchants must maintain compliance with the PCI Data Security Standard at all times; and 2) service providers are still required to complete the SAQ D, even if using pay.gov. Using pay.gov does not exempt anyone from completing the SAQ D. Therefore FEMA will be requesting proof of compliance annually from our Service Providers.

I am sure many of you are familiar with what is required. But for those who are not as familiar, in order for our Service providers to be in compliance, FEMA needs the following:

- 1) Companies should submit the Attestation of Compliance AOC, SAQ D – Service Provider Version. Use the link below to complete the AOC (SAQ D) form. Submit the AOC SAQ D by **COB Wednesday, April 1**. You can submit them electronically with appropriate signatures to the following email address: jackie.taylor@dhs.gov.
- 2) Here is your link to the Attestation of Compliance SAQ D – www.pcisecuritystandards.org.
- 3) After opening the website, look at the top of the page, click on the tab PCI Standards & Documents. On the 4th line down click on [PCI Data Security Standard \(PCI DSS\)](#), (2010).
- 4) Under Documents Library, scroll down and click on the line for PCI DSS AOC – Service Providers v2.0.
- 5) Complete the first 2 pages if your company is compliant and complete the 3rd page (Pt. 4–Action Plan if you are in a noncompliant status).
- 6) If you complete the self-assessment questionnaire, there is no need to submit that to Jackie Taylor.
- 7) 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.
- 8) 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 you do not accept credit card payments.

If you have any questions, please contact Jackie Taylor at jackie.taylor@dhs.gov.

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

Suggested Routing: Accounting