

Retail - Compliance Requirements

Last Updated: 1/2/2017

Initials of completer: TA

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency	Last Date Completed
Permit to make sales at retail	RI Division of Taxation	Required by state to make sales at retail	Retail	Director, RISD Store	Review is annually in December, effective starting date is July 1	Jan-17
Request PCI Compliance letter	PCI	Retail needs to obtain a letter from Sequoia stating that they are PCI Compliant each year: ePOS	Retail	Director, RISD Store	Annually in May - revalidation 12/20/17	Feb-17
Request PCI Compliance letter	PCI	Retail needs to obtain a letter from Sequoia stating that they are PCI Compliant each year: PCPOS	Retail	Director, RISD Store	Annually in May - revalidation 7/12/17	Feb-17
Request PCI Compliance letter	PCI	Retail needs to obtain a letter from Sequoia stating that they are PCI Compliant each year: SCS	Retail	Director, RISD Store	Annually in May - revalidation 11/30/17	Feb-17
Request PCI Compliance letter	PCI	Retail needs to obtain a letter from Sequoia stating that they are PCI Compliant each year: Verifone MX915 Device	Retail	Director, RISD Store	Annually in May - revalidation 8/30/17	Feb-17
Permit to make sales on Holidays	City of Providence	Required by the city to make sales on holidays	Retail	Director, RISD Store	Review is annually in December, effective starting date is July 1	31-Dec-14