



The Leader in Payment Processing

## MERCHANT ACCOUNT CANCELLATION FORM

**Date:**

**To: ~CANCELLATION DEPARTMENT~**

Merchant DBA: .....

Merchant Name:

Merchant Number:

Merchant Fax #:

Sales Representative:

Office#: .....Phone #: .....

**I would like to cancel my merchant account for the following reasons:**

- Unsatisfied with Rates/ Fees
- Unsatisfied with Sales Representative
- Unsatisfied with Service
- Risk Issues (Money Held)
- No activity / No processing
- Never Received Equipment
- Equipment Malfunction
- Change of Ownership\* **(fill out info to the right)**
- Out of Business - CLOSED: ...../...../.....
- Other: Please specify

**\*Change of Ownership**

**New Owner Name:**

**New Owner Tel #:**

**Notes:** \_\_\_\_\_

Cancellation Department

1-800-933-0064 x **5617**

**X**

**DATE:** / /

**Merchant Signature**

Internal Use Only:

ETF:  YES  NO

SM:  YES  NO

TICKET#:

Please be advised that if you are an American Express, Discover and/or Diners Club Merchant, you must contact them directly to cancel:

**AMERICAN EXPRESS:** 800 528-5200  
**DISCOVER:** 800 347-2000  
**DINERS CLUB:** 800 525-7376