

Merchant Services

CLOSE MERCHANT ACCOUNT REQUEST FORM

**IMPORTANT - PLEASE READ BEFORE PROCEEDING:
ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.
PLEASE FAX THIS REQUEST FORM TO DATA PROCESSING AT (818) 702-2412.
THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED DOCUMENTS ARE
PROVIDED AND APPROVED.**

Thank you for your cooperation.

Merchant Name: _____

Merchant Number: _____

Reason for Closure:

- Do Not Need Credit Card Services
- Out of Business
- New Business Ownership
- Chose Different Credit Card Processor
- Misrepresentation
- Dislike Merchant Statements
- Fees too High
- Poor Service from Merchant Services
- Poor Service from Sales Representative

Note: Reason must be checked in order for account to be properly closed. Thank you.

Signature of Authorized Principal (as specified on the Merchant Application/Agreement)

Date

Print Name

Phone

Email Address

If you should have any questions, please contact our Merchant Services department at (800) 554-2777 or email us at merchantsupport@merchant-help.com