



# Transmittal Instructions

To: \_\_\_\_\_

D/B/A: \_\_\_\_\_

MID: \_\_\_\_\_

FAX: \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_, Merchant Services Network Help Desk

RE: Completion of Form: **“Account Closure Request”**

- 
- 1. The authorized signer of record for this merchant account must sign this form.**
  - 2. An Early Termination Fee may be assessed to an account being closed by the merchant per our Terms & Conditions.**
  3. Once completed, please fax to our Modification Department:

**1-561-798-5544**

A faxed document is sufficient to close an account.

4. This form is for Visa & MasterCard only. You must contact all other service providers directly.

#### Additional Contact Information:

American Express:	1-800-528-5200	Valutec Gift Cards:	1-888-381-8258
Discover:	1-800-347-2000	LCG Leasing:	1-708-364-1540
Diners Club:	1-800-525-7376	CIT Leasing:	1-312-424-9700
Convert-a-Check	1-888-481-0757	MBF Leasing:	1-630-654-1200
JCB:	1-800-366-4522		

#### CONFIDENTIALITY STATEMENT

This electronic message transmission (including any attachments) contains information from the corporate offices of Merchant Services Network and is privileged and confidential. The information is intended only for the use of the person(s) or entity named above. If you are not an intended recipient of this message, you are hereby notified that any disclosure, copying, distribution, use of, or any other action based on the contents of this message is strictly prohibited and may be unlawful. If you received this electronic transmission in error, please notify us by telephone at (888) 668-2650 immediately and permanently delete it from your system. Thank you.

# Account Closure Request

D/B/A: \_\_\_\_\_ MID: \_\_\_\_\_

## Account Closure

Party Initiating Account Closure:  Merchant Request  Risk Department Request  Other: \_\_\_\_\_Reason For Closure:  Ownership Change  Price Related Issue  Service Related Issue  
 Other (explain): \_\_\_\_\_

## PLEASE NOTE:

# This Form is for VISA® & MasterCard® ONLY!

MERCHANT IS RESPONSIBLE FOR NOTIFYING ALL SECONDARY SERVICE PROVIDERS OF THIS CLOSURE

**American Express** 1-800-528-5200

MID: \_\_\_\_\_

**Convert-A-Check** 1-888-481-0757

MID: \_\_\_\_\_

**Discover Card** 1-800-347-2000

MID: \_\_\_\_\_

**Valutec Gift Card** 1-888-381-8258

MID: \_\_\_\_\_

**Diners Club** 1-800-525-7376

MID: \_\_\_\_\_

**JCB** 1-800-366-4522

MID: \_\_\_\_\_

## CHAIN AFFILIATION

Is this location part of a chain?  NO  YES

If yes, please supply other MID in Chain: \_\_\_\_\_

If more than one additional MID, please submit on a separate piece of paper.

## MERCHANT ACCEPTANCE & TERMS

I, the undersigned, hereby request and direct Merchant Services Network to close the above referenced merchant account. Merchant acknowledges that early termination of this merchant account may be subject to an early termination fee described in the Merchant Services Network Terms & Conditions.

Signature of Authorized Signer \_\_\_\_\_ Authorized Signer's Social Security Number \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Authorized Signer \_\_\_\_\_ Title \_\_\_\_\_ Phone Number \_\_\_\_\_

 LD Authorization \_\_\_\_\_ Merchant Services Network Manager \_\_\_\_\_ Date \_\_\_\_\_

## FOR INTERNAL USE ONLY

Closure Reviewed By: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Closure Initiated By: \_\_\_\_\_ Date Initiated: \_\_\_\_\_  
Closure Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_ System  Accounting  Tech  Master Database  MMI  Wireless  Payment Gateway  Sales Rep.