



Transmittal Instructions

To: _____

D/B/A: _____

MID: _____

FAX: _____

Date: _____

From: _____, Merchant Services Network Help Desk

RE: Completion of Form: **“Removal of Service Amendment”**

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1. **This form must be signed by the authorized signer on record for this merchant account.**
 2. Completion of this amendment may affect the recurring fees charged to the merchant.
 3. Once completed, please fax to our Modification Department:

1-561-798-5544.

A faxed document will be sufficient to complete this change request.

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.

Removal of Service Amendment

D/B/A: _____ MID: _____

REMOVAL OF CREDIT SERVICE		Date Removed
<input type="checkbox"/> Remove American Express	MID: _____	___ / ___ / ____
<input type="checkbox"/> Remove Discover Card	MID: _____	___ / ___ / ____
<input type="checkbox"/> Remove Diners Club	MID: _____	___ / ___ / ____
<input type="checkbox"/> Remove JCB	MID: _____	___ / ___ / ____
Completion of this form will remove this card type from the payment forms you are entitled to accept in our system. To close this account permanently, you must contact the vendor directly.		

REMOVAL OF DEBIT AND CREDIT SERVICES			
<input type="checkbox"/> Remove Only VISA® Debit	<input type="checkbox"/> Remove ONLY VISA® Credit	<input type="checkbox"/> Remove Only MasterCard® Debit	<input type="checkbox"/> Remove ONLY MasterCard® Credit
Remove Debit from the following networks:			
<input type="checkbox"/> Remove All Online Debit	<input type="checkbox"/> AFFN	<input type="checkbox"/> Star	<input type="checkbox"/> Interlink
	<input type="checkbox"/> Accel	<input type="checkbox"/> NYCE	<input type="checkbox"/> Maestro
		<input type="checkbox"/> PULSE	<input type="checkbox"/> TX (CARDNet Only)
			<input type="checkbox"/> IMPACT (CARDNet Only)
			<input type="checkbox"/> CU24 (CARDNet Only)

REMOVAL OF ANCILLARY SERVICE		Date Removed
<input type="checkbox"/> Remove Electronic Gift or Loyalty Card	MID or Description: _____	___ / ___ / ____
<input type="checkbox"/> Remove Wireless Access Service	MID or Description: _____	___ / ___ / ____
<input type="checkbox"/> Remove Internet Payment Gateway	MID or Description: _____	___ / ___ / ____
<input type="checkbox"/> Remove Electronic Benefit Transfer (EBT)	MID or Description: _____	___ / ___ / ____
<input type="checkbox"/> Remove Electronic Check Service	MID or Description: _____	___ / ___ / ____

Completion of this form will remove this card type from the payment forms you are entitled to accept in our system. Some ancillary service providers may invoke terms and conditions that will not allow simple closure. Refer to controlling terms & conditions for more information.

REMOVAL OF PREMIUM PACKAGE SERVICE		
<input type="checkbox"/> Remove Merchant Benefits Package	<input type="checkbox"/> Remove Online Reporting Access	Please note: the removal of a premium service may require a new schedule of fees to be signed.

MERCHANT ACCEPTANCE & TERMS		
<p>This Amendment by and between Merchant Services Network (MSN), First National Bank of Omaha (FNBO) and MERCHANT, as named above, shall take effect on the date indicated below. Whereas FNBO and MERCHANT are PARTIES to a Merchant Transaction Processing Agreement of a certain date (AGREEMENT) under which FNBO receives specified transactions from MERCHANT, FNBO processes such on behalf of MERCHANT subject to the Terms and Conditions more fully set out in the AGREEMENT; and Whereas MERCHANT desires to change certain portions of the AGREEMENT to more accurately reflect the actual circumstances of its BUSINESS. NOW THEREFORE, the PARTIES hereby agree as follows:</p>		
<ol style="list-style-type: none"> 1. Terms herein in all capitalized letters which are not otherwise defined herein shall have the same meaning as set out in the AGREEMENT. 2. The PARTIES agree that this AMENDMENT is controlled by the Terms & Conditions contained in the AGREEMENT. 3. MERCHANT wishes to amend AGREEMENT as to what services are being accepted 4. The addition of services can take up to two weeks to complete. MERCHANT will be notified by MSN when completed. 5. When completed, this AMENDMENT will become a part of the AGREEMENT, and together, they will constitute the entire AGREEMENT between the PARTIES and supersede the prior AGREEMENT. No agent, employee, or representative of either PARTY has any authority to bind such PARTY to any affirmation, representation, or warranty unless such is specifically included within this written AMENDMENT or the AGREEMENT. 6. Except as amended hereby, the PARTIES affirm the obligation of each are contained in the AGREEMENT. 		
_____ Signature of Authorized Signer	_____ Authorized Signer's Social Security Number	_____ Date
_____ Printed Name of Authorized Signer	_____ Title	_____ Phone Number

FOR INTERNAL USE ONLY			
Deletion Reviewed By:	Date Reviewed:	Deletion Initiated By:	Date Initiated:
Deletion Completed By:	Date Completed:	Deletion Completed By:	Date Completed:
<input type="checkbox"/> System <input type="checkbox"/> Accounting <input type="checkbox"/> Tech <input type="checkbox"/> Master Database <input type="checkbox"/> MMI <input type="checkbox"/> Wireless <input type="checkbox"/> Payment Gateway <input type="checkbox"/> Sales Rep.			