

MERCHANT ACCOUNT CANCELLATION FORM

Please submit this form via fax at 214.614.4623

Business Information

Business Legal Name, Sales Representative, Business DBA Name, Office #, Merchant Fax #, Phone #, Corporate Merchant ID #, Date

I would like to close 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 below)

Change of Ownership
New Owner Name
New Owner Phone #

Cancellation Department | Accountservices@signapay.com | 888.682.7033

Signature X Title Print Name Date
Merchant Signature

Internal Use Only: Ticket #

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

In addition, if you use third party services such as authorize.net, MNI, RoamPay, BridgePay or Lucy, you must close your account directly with the gateway company to avoid additional charges.

Contact Numbers: AMERICAN EXPRESS: 800.528.5200 Date Closed Initials
DISCOVER: 800.347.2000
DINERS CLUB: 800.525.7376