



Close Merchant Account Request Form

Fax Completed Request to Data Processing:

818-597-7083

If you have any questions, please call Merchant Services at 800-589-8200

Merchant Name: _____

Merchant Number: _____

Reason for Closure

- Do Not Need Credit Card Services
- Business Closure / Out of Business
- New Business Ownership
- Chose Alternate Credit Card Processor
- Other (please specify): _____

Note: Reason must be checked in order for Bank Card USA to properly close merchant account.

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

Date

Note: Change request will not be completed unless the merchant completes all pertinent information above and signature is verified by BankCard USA personnel. Thank you for your cooperation.

IMPORTANT: If you accept Amex (800-528-5200 and/or Discover (800-347-2000), you must contact them directly to cancel. RTWare Merchants: You must contact Authorize.Net at 877-447-3938 directly to cancel your online account.