



105 Decker Court
 Suite 650
 Irving, TX 75062
 Tel: 800-944-1399
 Fax: 214-614-4623

MERCHANT ACCOUNT CANCELLATION FORM

Date:

To: ~ ACCOUNT SERVICES ~

Merchant DBA: _____

Legal Name: _____

Merchant Number: _____

Merchant Fax #: _____

Sales Representative: _____

Office#:: _____ Phone # _____

I would like to cancel 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 Tel #: _____

Notes:

Cancellation Department

accountservices@signapay.com

800-944-1399

X

DATE: / /

Merchant Signature

Internal Use Only:

ETF: YES NO

SM: YES NO

TICKET#: _____

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

AMERICAN EXPRESS: 800 528-5200

DISCOVER: 800 347-2000

DINERS CLUB: 800 525-7376

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