

# REQUEST TO CANCEL MERCHANT SERVICES ACCOUNT

**To:**

**From:**

**Business DBA/Legal Name:**

**MID #:**

**Cancellation Effective Date:**

Please be advised that we are canceling the above-referenced merchant account, effective the date stated above. No transaction settlement or other processing is authorized on this account after the effective date. Any transaction settlement or other processing occurring on this account will place us in violation of VISA/MasterCard rules and regulations, and as well place us in default with our new processor. Accordingly, you will be legally responsible for any liability we incur as a result of your failure to comply with the foregoing instruction. The foregoing instruction may not be revoked or modified without the express written consent of our new processor. If in the future we issue any such revocation or modification, or we request that you open a new merchant account, we will provide you with a copy of such processor's written consent at that time, along with the name and contact information of such processor should you choose to contact it directly.

- |    |                             |                |                  |
|----|-----------------------------|----------------|------------------|
| 1) | <hr/> Equipment Description | <hr/> Serial # | <hr/> Tracking # |
| 2) | <hr/> Equipment Description | <hr/> Serial # | <hr/> Tracking # |
| 3) | <hr/> Equipment Description | <hr/> Serial # | <hr/> Tracking # |
| 4) | <hr/> Equipment Description | <hr/> Serial # | <hr/> Tracking # |

Sincerely,

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Merchant Signature

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Title

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Print Name

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Date