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| --- | --- | --- | --- |
| Date: |       |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Outlet Only \*\* | MID #: |       |  |  |  |
| **\* Please note: North MID # - if 1-5 Merchants with the same type of update – please list each MID number/request type on separate forms submit for each account.****If 6 or more merchants with the same update – please attach an Excel spreadsheet listing DBA Name, MID # and type of update.** |
| [ ]  | Gift Card SE\*\*\* | SE #: |       |  |  |  |
| **\*\*\* Gift Card option is for Cancellation only – Reinstatement requires new paperwork** |
| Business DBA/Legal Name: |       |
| \*Person Requesting Change: |       | Title: |       | Phone #: |       |
| \*Person should be Owner, Officer or Legal Contact. Does not include Manager, Clerk etc. |  |

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| **Reason for Cancellation** (select one) |
| [ ]  | Business Closed |
| [ ]  | Sold Business (Obtain new owner info and complete sales lead using current account info) |
| [ ]  | No longer accepting MC/VI and/or Discover |
| [ ]  | Merchant has more than one account |
| [ ]  | Migrated to different process more than 6 months ago |
| [ ]  | Non sufficient activity on account |
| [ ]  | Equipment problems or set up errors |
| [ ]  | No longer utilized |
| [ ]  | Other: |       |
| [ ]  | No Early Termination Fee \*\* Reason for No Fee Charge: |       |  |
| **\*\* Channel Approval Signature will be required below for waiver of Early Termination Fee** |

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| **Reason for Reinstatement** |
|       |
| **NOTE: Non-seasonal accounts canceled for more than six months, or accounts originally canceled or declined at Credit’s request** **(i.e. notes on “C” screen or current status 02 or 03) must have Credit approval.** |

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| --- | --- | --- | --- |
| Merchant Signature (Optional) |       | Date: |       |
| Channel Approval Signature (if applicable) |       | Title: |       | Date: |       |
| Channel Email Address (Required) |       | Phone Number: |       |