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| Date: |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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** | | | | |

|  |  |
| --- | --- |
| **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.** | |

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