

## MERCHANT SERVICE ACCOUNT CLOSURE REQUEST FORM

2500 Cumberland SE Pkwy Suite 300

Atlanta, GA 30339

Email: [Updates@chargepayment.net](mailto:Updates@chargepayment.net)

Fax: (866) 224-9491

This form is for closing your **Mercant Account** credit card processing account **ONLY**. If you wish to close your Amex, Check processing, and/or Internet gateway account, you **MUST** contact them directly. Any requests to close your credit card processing account cannot be accepted unless the merchant completes **ALL** of the information below and the signature is verified by **Merchant Services**.

**Merchant Business Name:** \_\_\_\_\_

**Merchant Account Number:** \_\_\_\_\_

**REASON FOR CLOSURE:**

- No longer have need for service
- Out Of Business
- New Business Ownership
- Better rates from competition
- Poor service from Merchant Services
- Poor service from bankcard representative
- Product related (New and improved system)
- Freeze Account (Must contact us to reactivate account before processing)
- Other(Please Explain)\_\_\_\_\_

I/we hereby request that the Merchant Services credit card processing account listed above be closed, and I/we understand and agree that this request is for closing the above listed **Credit card processing account ONLY**, and that I/we must contact my/our other accounts directly if I/we want them account closed also.

Name(s): \_\_\_\_\_  
(Please print, must be same as signer(s) on merchant agreement)

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Normal fax or email processing takes 1-3 days. You will be billed for the month of the cancellation and responsible for the last month fees and any related chargebacks.