

Temporary/Seasonal Account Close/Reactivate Request Form

Important: Please read before proceeding:

- *ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.
- *PLEASE FAX THIS REQUEST FORM TO CUSTOMER SUPPORT [866.453.2060](tel:866.453.2060).
- *THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED DOCUMENTS ARE PROVIDED AND APPROVED.
- *MERCHANT MUST MAKE ACCOUNT CHANGES DIRECTLY WITH AMERICAN EXPRESS (800) 528-5200.
- *This request will temporarily terminate all fees associated with eMerchant, the Gateway and the Processing Bank except for a monthly maintenance fee of \$11.00.
- *Reactivation fee of \$25.00 will be charged for Gateway services
- *NOTE: Merchant is still responsible for Chargebacks during the closure period.

Close Reactivate

Merchant Name _____

Merchant Number _____

Date of Request _____ Desired Close/ReOpen Date _____

NOTE: YOU WILL NOT BE ABLE TO ACCEPT CREDIT CARD PAYMENTS ONCE THIS FORM IS PROCESSED!

BANK NAME: _____

ROUTING NUMBER: _____

ACCOUNT NUMBER _____

I/We acknowledge that the origination of ACH transactions to my/our account must comply with the provisions set forth under US law and that I understand these fees are "one time only" and may be in addition to other fees incurred by the merchant account bank.

Signature of Authorized Principal (as specified on the Merchant Account Application/Agreement) DATE

 PRINT NAME PHONE EMAIL

OFFICE USE ONLY

BANK _____ DATE _____

GATEWAY _____ DATE _____

eMERCHANT _____ DATE _____