

TSYS Merchant Services Request to Close Merchant Account

We're sorry you have decided to cancel your account with TSYS Merchant Services. To ensure your account is closed please complete the information below and return to TSYS. Your account will not be closed until a closure request signed by the original signer of the contract is received at the address provided below. Closure forms will be processed within 5-7 business days of receipt and your account will be set to a Pre-Cancel status for a 30 day period. Merchant will be responsible for all fees for the month in which the signed closure form is received by TSYS. Final statement amounts will be debited on or around the 1st of the following month.

Please choose the most relevant reason for closing your account:

☐ Closed Business	☐ Sold Business	☐ Equipment Fees
☐ Retired	☐ Rates and Fees	☐ Account Consolidation
☐ Technical Issues	☐ Customer Service Issues	☐ Sales Rep Issues
☐ Local Representation	☐ 24 Hour Funding	
☐ Unsupported Equipment/Software		
New Processor OR Bank name: _____		

Today's Date: _____

Merchant Number: _____
(If closing more than 1 account please list all merchant numbers to be closed)

DBA: _____

Original Signer Name: _____

Signature of Original Signer: _____
(Signature will be verified against original merchant agreement)

Please return signed form to:
PartnerCancellations@TSYS.com

Fax: (866)716-5778

OR by mail:

**TSYS Merchant Services
ATTN: Retention Department
12202 Airport Way
Broomfield, CO 80021**

Please note: American Express, Northern Leasing, First Data Leasing, TenderCard and CrossCheck will not process closures forwarded from our office. All requests for closure must come from the signer on the account directly to each company respectively. Please retain a copy of this request as well as a fax transmission confirmation report or certified mailing receipt for your records.

Early Termination Fee: \$

For Internal Use Only STW: