



Discontinuance of Merchant Services

Purpose: For merchants/departments who will no longer process payment cards.

Instructions: Complete the form. *Use a separate form for each merchant account.* When finished either submit form via fax, or mail. SFS will contact you regarding your request and schedule a time for pick up of equipment. Be sure to sign form.

Help: For assistance or questions, please contact Curt Caito, FSU Credit Card Manager at 850/644-9475(ccaито@fsu.edu) or Jill St. Angelo at 850/644-1551.

Date:	<input type="text"/>	Department:	<input type="text"/>	Location:	<input type="text"/>
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Supervisor:	<input type="text"/>	Phone:	<input type="text"/>
Title:	<input type="text"/>	Email:	<input type="text"/>

As of the above mentioned effective date, our department will no longer accept payment cards for services rendered and would like to revoke our merchant status.

Signature of Authorized Representative

Date

Print Name

Visa/MC Merchant #:	<input type="text"/>	AMEX Merchant #:	<input type="text"/>
Discover Merchant #:	<input type="text"/>		

List all FSU Payment Card Processing Equipment that needs to be picked up. Also state reason for discontinuance.