



### 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](mailto: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.