

# REQUEST TO REOPEN PROCESSING ACCOUNT

When complete, please send to:  
Merchant Services  
100 Throckmorton, Suite 1800  
Fort Worth, TX 76102  
Fax: (817) 317-7242

*Please check all that apply.*

- Credit Services (MasterCard, Visa, and Discover)
- \* Debit Services (PIN-based Check Card)
- \* Secur-Chex Check Services
- \* FirstAdvantage Gift Card Services

\_\_\_\_\_ (Merchant DBA Name) (hereinafter referred to as "Merchant") requests that the above marked processing services be reopened. By signing in the space provided below, Merchant acknowledges and agrees that they are bound by the Merchant Application & Agreement and Merchant Processing Terms & Conditions originally signed and agreed to on behalf of the aforementioned business. Merchant further acknowledges and agrees that the initial contract term shall automatically renew for an additional two (2) year term from the date of their previous contract end date.

*Please note: If the bank account on file is no longer active, a Bank Account Change Form will need to be completed and submitted along with this reopen request.*

Merchant Number: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Owner/Officer's Name (Printed): \_\_\_\_\_

Owner/Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Processing services must have been setup previously in order to be reopened.*