



Merchant Closure Request Form.

Complete this form if you'd like to request closure of your merchant facility or terminal(s) and email to merchantdocuments@bankofmelbourne.com.au or post to: GPO Box 18, Sydney NSW 2001.

We want to assure you that we are here for you if you need any assistance. Our dedicated support team is available by calling 1300 603 266, available 24/7. Please don't hesitate to reach out to us if there's anything we can do to help you instead of closing your merchant facility or terminal(s).

Section 1 – Reason for closure.

To help improve our service delivery, we'd appreciate your reason for closure (please tick and provide explanation)

- | | | |
|--|--|---|
| <input type="checkbox"/> Business stopped trading | <input type="checkbox"/> Business sold | <input type="checkbox"/> Facility unreliable |
| <input type="checkbox"/> Service | <input type="checkbox"/> Pricing | <input type="checkbox"/> Transferring to another provider |
| <input type="checkbox"/> Other (Please state reason) | | |

Section 2 – Merchant facility details.

- | | |
|--|--|
| <input type="checkbox"/> Tick this section if you want to close your entire merchant facility including all of your terminals or an eCommerce merchant facility. | <input type="checkbox"/> Tick this section if you only want to close specific terminal(s). |
|--|--|

Merchant ID(s) to be closed:

Terminal ID(s) to be closed:

Section 3 – Your details.

Trading name

Requestor name

Contact number 1

Contact number 2

Email address

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Section 4 – Collection details.

Please complete this section if you have terminals and equipment that need to be collected and we'll contact you to arrange collection.

Trading name

Pick-up address

Trading hours

Contact number

Email address

If equipment that we have provided as part of this agreement is not returned to Bank of Melbourne or is damaged due to your negligence or misuse, charges of up to \$550 will apply in accordance with the 'Your guide to merchant fees and charges' brochure available on bankofmelbourne.com.au/merchant-terms, which forms part of your merchant agreement.

Section 5 – Privacy statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at bankofmelbourne.com.au/privacy/privacy-statement/ or by calling us on 13 22 66. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

Section 6 – Your authority.

Please sign this form to confirm that you would like to close the above-listed merchant facility or terminal ID(s) in accordance with the terms and conditions of your merchant agreement.

Merchant owner name (please print)

Signature

Date

Accessibility support.

At any time, you can inform us how you would prefer to be contacted. If you are deaf and/or find it hard hearing or speaking with people who use a phone, you can reach us through the National Relay Service (NRS). To use the NRS you can register by visiting infrastructure.gov.au/national-relay-service

Visit bankofmelbourne.com.au/accessibility for further information on our accessible products and services for people with disability.