



# D & J Group, LLC

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Falls Church, VA 22042  
(571) 527 – 8120  
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[www.djgroupllc.com](http://www.djgroupllc.com)

Date:  
Business Name:  
Owner Name:  
Address:

RE: Merchant #

Dear Merchant,

This letter is in response to your request to terminate the above referenced Merchant Account.

According to the Merchant Agreement, in the event Merchant terminates the Agreement, all monthly fees assessed to Merchant under the agreement shall be immediately due, and hereby authorizes the accelerated payment of all such monthly fees and to deduct the total amount from the Merchant account, or to otherwise withhold the total amount from amounts due to Merchant, immediately on or after the effective date of termination.

Your cancellation fee of the Merchant Agreement shall be: \$500.00 (unless the equipment is received within five (5) business days from the day that the merchant account stops processing, then there will be no charge)

Payment will be scheduled via automatic withdrawal and the account will be closed within 30 days upon receipt of this signed confirmation letter. Accounts cannot be closed if there is processing activity during the month; if activity exists the request will be held until the following month.

By signing and dating below you are officially requesting a termination of your Merchant Agreement, as well as agreeing to the above-mentioned cancellation fee.

The following equipment was supplied for use during the contract:

- PAX S80 -

According to the Free Terminal Program Agreement, merchant agrees that Equipment is being licensed to Merchant, and must be returned in good and working condition within five (5) business days after the first day that the merchant account stops processing. If the Equipment is not returned within five (5) days, Merchant agrees to pay the Equipment Value of \$500.00 that will be ACH directly from the merchant business bank account for the replacement of the equipment. In addition, Merchant agrees to be responsible for any damage to the Equipment as a result of misuse or negligence including improper return packaging.

Please place this signed form inside the package with your equipment and ship via certified mail to the address listed above of this letter.

Signature of Principal\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Principal is defined as the signer(s) on the Merchant Agreement.**