

ACCOUNT CANCELLATION REQUEST

This form is used to cancel a CCBill or CCBill EU processing account.

Accounts may be canceled on the main account or subaccount level. To cancel the main account, leave the Subaccount field blank. Remember that doing this *will cancel the main account and all related subaccounts*. Note that all memberships and rebills for that account will be canceled as well. If the account cancellation request is accepted, *the account will be canceled immediately*.

Please note that holdback funds will not be returned immediately upon cancellation of the account. Holdback funds can be requested at the end of the six-month holdback cycle by sending an email containing your current billing information to contractadmin@ccbill.com. This email should be submitted at the end of the six-month holding period. Please also note that the account cancellation request can be submitted any time prior to requesting the return of holdback funds.

All account cancellation requests must be completely filled out, signed, and faxed to 480.449.8801. Alternately, signed requests can be scanned and emailed to contractadmin@ccbill.com.

For assistance in completing this form, please send an email to contractadmin@ccbill.com.

CANCELLATION INFORMATION

Main Account Number:	
Subaccount to be canceled:	<input type="checkbox"/> Cancel all subaccounts related to the main account
Company Name:	
Principal Account Holder Name:	
Reason for Cancellation:	

NOTE: *Please do not assume a change has been made until you receive email confirmation from CCBill to the email address you have provided for the account.*

Printed Name:
Signature:
Title:
Date:
Contact Email: