



## Omaha - Cancellation, Reinstatement, and Seasonal Request

Date:	
ISO Name:	YESMUA CORP.
ISO Contact Name:	JIMMY NGUYEN
ISO Phone Number:	714-554-4630
ISO Email Address:	INFO@YESMUA.COM
Merchant DBA:	
Omaha Merchant Number:	
Nashville/Cardnet/Buypass MID:	
<b>Clover Merchant:</b>	<input type="checkbox"/> Yes

**Please Select Platform(s) to Update:**  Reset Options

Omaha Only   
  Nashville Only   
  Cardnet Only   
  Buypass Only  
 Omaha and Nashville   
  Omaha and Cardnet   
  Omaha and Buypass

**Select Request:** Cancel Merchant Account ▼

Merchant Request	Business Closed
Fee Related	New Owner (Sold Business)
Different Processor	Agent/ISO Request
Other:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>

**If none of the Fees are selected for change or removal, the account will be Cancelled with all fees removed.**

**Updating User Defined Income Grid**

Please Select an Option

**Updating Account Charge 2**

Please Select an Option

**Updating Account Charge 4**

Please Select an Option

**Updating Recurring Fee Field (Recurring Fee)**

Please Select an Option

**Updating GGe4 Indicator Flag**

Please Select an Option

**Updating Account Charge 1**

Please Select an Option

**Updating Account Charge 3**

Please Select an Option

**Updating Account Charge 5**

Please Select an Option

**Updating Mastercard License Flat Fee**

Please Select an Option

**Updating MFC Grid**

Please Select an Option

\_\_\_\_\_  
Merchant Signature  
\*Required if increasing or adding rates

\_\_\_\_\_  
Date

\_\_\_\_\_  
ISO Signature  
\*Required for Cancellation Requests\*

\_\_\_\_\_  
Date

**Omaha-Cancellation, Reinstatement, and Seasonal Request Form  
(Updated July 28, 2014)**

Overview: Submit the Omaha-Cancellation, Reinstatement, and Seasonal Request Form, to cancel existing accounts. The form can also be submitted to reinstate previously cancelled accounts or place accounts on/off seasonal hold.

To ensure timely processing, completed forms are to be submitted through Merchant Service Center (MSC) by opening a **Maintenance** request.

- Make sure the MID/DBA Name on the work order matches what is on the supporting documentation provided, including the completed maintenance form.
- Select **Omaha** as the Acquirer platform; select **Omaha, Buypass, Cardnet (North Bridge), Nashville, or Compass** as the Authorization Network (the front-end platform the merchant is processing on).
- When adding the work order, select **Merchant Account Update** as the work order category;
  - If you are cancelling an account, select **Cancellation** for the work order type.
  - If you are reinstating an account, select **Reinstatement** for the work order type.
  - If you are placing an account on/off seasonal hold, select **Seasonal Hold** for the work order type.
- Make sure all pertinent documents are attached to the work order, including the completed maintenance form.

Pertinent items of note when completing the form:

- **Please select the platform(s) for which the changes are going to apply.** Also, please provide the MIDs for all platforms for which changes will be made. This will ensure that changes are made to both the authorization (front-end) and settlement (back-end) platforms.
- If you are updating information for platforms in addition to Omaha, please provide pertinent Buypass, Cardnet (North Bridge) or Nashville MID information in the reserved field.
- If the merchant is processing with Clover Station merchant, please indicate in the space reserved.
- If you are cancelling an account and none of the fee or GGe4 Indicator settings are selected for change or removal, the account will be cancelled with all fixed fees removed. GGe4 will be deactivated.
- If you are reinstating an account and none of the card type, fee, or GGe4 Indicator settings are selected, the account will be reinstated with the aforementioned restored to values set prior to cancellation.
- **Non-seasonal accounts that have been inactive for 90 days or closed at First Data's request will not qualify for reinstatement. These accounts will require the submission of a new merchant processing application (MPA).**
- If you are placing an account on seasonal hold, and none of the card type, fee or GGe4 Indicator settings are selected for change or removal, all card types will be disabled and only the monthly minimum (Account Charge 1) will be removed.
- If you are taking a merchant off seasonal hold, and none of the card types, fee, or GGe4 Indicator settings are selected for change or removal, the account will be taken off seasonal hold with the aforementioned restored to values set prior to being placed on seasonal hold.
- **A signature from a client representative is required on all cancellation requests.**

Requests submitted incorrectly will result in delays in processing, which may ultimately require the resubmission of your request.

Please allow 2 full business days for processing. Rush requests are processed on a best efforts basis.