



University
of Windsor

MERCHANT ID & POINT-OF-SALE (POS) RETURN FORM

Purpose of Form: The Finance Department keeps track of the Merchant ID and Point-of-Sale (POS) terminals, and should be informed of any closures of Merchant IDs and/or returns of unused POS terminals. This will ensure that departments are not being charged additional equipment and bank fees for any inactive Merchant IDs and unused POS terminals. **Please use this form for when you wish to close a Merchant ID and/or return unused POS terminals.**

1. Requestor Information:

Name: _____ Ext: _____ Email: _____

Department: _____

2. Merchant ID & Machine Information:

> Merchant ID: _____

> Do you want your Merchant ID to be closed by Finance Department? Yes No

> Please enter the number of machines you are returning: _____

> Please select the type of machine you are returning:

> If 'Other' is selected above, please specify: _____

3. Authorization:

Your typed name below indicates your approval of the form and confirms that all information is accurate.

Name: _____

Date: _____

Department: _____

Once completed, please submit this form to Accounts Receivable / Finance Department:
Dannielle.Quenneville@uwindsor.ca If there are any questions while filling out the form, please contact: Dannielle Quenneville by phone at ext. 2125 or by email at Dannielle.Quenneville@uwindsor.ca

FINANCE DEPARTMENT USE ONLY

Approved by: _____

Date: _____

Comments: _____