



MERCHANT REQUEST TO DELETE

OUR RECEIPT OF THIS REQUEST DOES **NOT** GUARANTEE SUCCESSFUL DELETION.

ALL REQUESTS **MUST** BE RECEIVED BY 6 PM CT MONDAY TO FRIDAY.

COMPANY INFORMATION	
MERCHANT NAME:	MID:
PHONE:	FAX:
EMAIL:	
PLEASE DELETE THE FOLLOWING TRANSACTION(S)	
IF <i>SINGLE</i> TRANSACTION	AMOUNT:
ACCOUNT NAME:	
TRANSIT/ROUTING NUMBER:	ACCOUNT NUMBER:
REASON:	
IF AN <i>ENTIRE BATCH</i>	
BATCH NAME:	AMOUNT:
SIGNATURE:	DATE:
PRINT NAME:	TITLE:

IMPORTANT

If you are a merchant who uses Virtual Terminal, you may have the option to void the transaction online. Once logged in please follow these steps:

1. Click on "Search" in the Transactions Menu
2. Choose your date range,
3. Click on the "Search" button,
4. Click on the transaction listed in the search returns,
5. Click on the "Void" button,

If you do not have the option to void the transaction, please fill out this form and fax it back to us.

Entire batches that are deleted by Forte **will not** be re-queued on the merchant's behalf.

To verify that this transaction/batch was successfully deleted, please follow the steps 1 to 3 above to verify if the transaction(s) have been voided.

PLEASE FAX THIS FORM TO FORTE
469-675-8731