



**University of Kentucky  
Merchant Account  
Termination/Change Form**

**Merchant Name:** \_\_\_\_\_

**Merchant Account #:** \_\_\_\_\_

**Requested by** (Name & Phone number): \_\_\_\_\_

**Check appropriate box**

☐ CHANGE OF MERCHANT INFO

☐ TERMINATE MERCHANT ACCOUNT

**Check All boxes containing a change and indicate new information**

MERCHANT INFORMATION	Please Type or Print Legibly
<input type="checkbox"/> Merchant Name	
Building Address	
Street Address	
City, State, Zip	
<input type="checkbox"/> MDRP Contact Name	
Phone Number (10 digits)	
Fax Number (10 digits)	
E-mail Address	
<input type="checkbox"/> Check box if you would like to <b>add</b> internet processing to your current processing method	<b>Indicate your 3rd Party Processor:</b>  <input type="checkbox"/> <u>Bluefin Hosted Payment Forms</u> - create payment forms for accepting payment online. Can be accessed from a landing page, sent in an email, or accessed by QR code.  <input type="checkbox"/> <u>Authorize.net</u> - create invoices for sending by email or link to authorized 3rd party services by API.  <input type="checkbox"/> Other payment service: _____
<input type="checkbox"/> Check box if you would like to <b>remove</b> internet processing to your current processing method	
<input type="checkbox"/> Credit Card Processing Options <input type="checkbox"/> Add <input type="checkbox"/> Delete	<b>Credit Card Equipment Options</b> (prices listed as of April 2025 and subject to change): # Bluefin P2PE Ethernet PAX A80 @ \$364 each: # Bluefin P2PE Cellular PAX A90 @ \$479 each: # Bluefin P2PE IDTech SREDkey2 @ \$281 each:
<input type="checkbox"/> Change the SAP GL Account or Cost Center for this merchant account:	
	From: To:
<input type="checkbox"/> Cost Center Revenue <input type="checkbox"/> Expense <input type="checkbox"/>	
<input type="checkbox"/> GL Account Revenue <input type="checkbox"/> Expense <input type="checkbox"/>	

MDRP or Dean/Director or Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Upon completion and signature obtained, send to: Carly Barrett cdba266@uky.edu and Kevin Sisler klsi222@uky.edu

Merchant Card Services, 356 Peterson Service Building, Lexington, KY 40506-0005

**Questions? Call 859-257-7356**