

Request to Close Account

1. Contact a Customer Service Representative right away to give a verbal notification to close the account.
2. Complete all questions on the form below. We cannot process incomplete requests.
Please note: Requests must be signed and dated by a Company Guarantor or Authorized Officer.
3. Please fill out the form below. Be sure to sign and date.

Cardholder Name	_____	Expiration Date	_____
Account Number	_____		
Company Name	_____		
Address on Account	_____	City	_____
State	_____	Zip Code	_____
Authorizing Officer* Name	_____		
Authorizing Officer* Phone #	_____		
Authorizing Officer* Signature		Date	_____

**Authorizing Officer information must be completed if the cardholder is not a Guarantor on this account.*

4. Mail the completed form to: **First Bankcard**
Attn: Commercial Card
P.O. Box 2457
Omaha, NE 68103-2457 - OR - Fax the completed form to:
402-938-5302

5. Please keep a copy for your records.

Thank you for the opportunity to serve you.

If there is anything we can do to assist you, please call us at **1.800.819.4249**.

Or, email us at **businessonline@fnni.com**.