

The purpose of this form is to notify the Controller's Office of an employee that has left their position and/or is no longer involved in payment card processing.

Please complete and submit the original form via intra-office to the Office of the Controller, CSC 322. For questions and/or assistance in the completion of the form, please contact [Merchant Services](#) at (305) 348-3888.

Business Unit Name: Merchant Identification Number:

Merchant (Location) Name: **Note:** The merchant name and account number can be located on your Bank of America Merchant Services monthly statement.

Employee's Name: Panther ID: Telephone:

Position Title: E-mail Address:

Effective Date of Change:

Reason the employee is no longer involved in payment card processing:

- Current Employee/No Longer Assigned
- No Longer with the Department
- No Longer with the University

Please select the applicable access that requires immediate removal:

- American Express Clientline Cybersource Third-Party System
- Peoplesoft create/edit merchant journal access

Note: If applicable, the assigned Cybersource Admin is responsible for removing the employee's access.

The supervisor attests that the primary business contact was properly notified of the employee's separation of merchant related duties.

Supervisor Name: Supervisor's Title: Telephone:

Supervisor's Signature: Panther ID: Date:

Controller's Office Use Only:

Confirmation Date: Signature: _____