



Request Copy of Past Statements Form

In order to comply with **security / privacy** standards, you must submit this request **in writing** and **fax** directly to our Support Department with a copy of your **DRIVERS LICENSE**.

Please use this form to request copies of past Monthly Visa/MC Statements

This request can only be made by the actual **Signer** on the Merchant Account Agreement.

Our fax number is: 866.431.4138

Required information:

Merchant **Doing Business As** Name _____

Your Name _____

Title _____

Email Address _____

Phone _____

LOGIN ID of your Gateway _____

Merchant ID Number: _____
(your merchant ID Number can be found on the Monthly Visa/MC statement that is mailed to you)

Fax number to Fax Statement to: _____

Please describe why you need copies of past Visa/MC Monthly Statements and which months you are requesting:

By signing below, I expressly authorize **Merchant Focust** or its affiliates to **fulfill the above request** in connection with my Merchant Account and/or Payment Gateway account. (All information will be maintained strictly confidential.)

X

Owner/Officer Signature

Date