Credit Card Authorization

You can use this form to provide a credit card payment to COMPANY NAME.

**How to complete this form:**

1. Ensure that all fields have been filled in correctly.

2. Fields marked with an \* are mandatory and must be completed.

3. Once completed you can submit this form by mail, in person or by faxing to 123-123-4567.

# Part 1 - Applicant Details

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | First Name\* | | |  | Last Name\* | | |  | Phone Number |
|  |  |  | | |  |  | | |  |  |
| Address | | | | | | | | | | |
|  | | | | | | | | | | |
| Home Number: | | |  | Business Number | | |  | Mobile Number | | |
|  | | |  |  | | |  |  | | |
| Fax Number: | | |  | Email Address | | |  | | | |
|  | | |  |  | | |  | | | |
| Reason for payment: | | | | | | | | | | |
|  | | | | | | | | | | |

# Part 2–Office use only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Application Number | | |  | Council officer | |
|  | | |  |  | |
| Receipt Number |  | Amount |  | Date |  |
|  |  |  |  |  |  |

# Part 3 – Credit Card Details

I authorize COMPANY NAME to debit my Credit card in the amount of

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cardholder’s Name\* (please print name in capital letters) | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Credit Card Number | | | | | | | | | | | | | | | | | | |
|  |  |  |  | - |  |  |  |  | - |  |  |  |  | - |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Credit Card Expiry Date\* | | | | | |  | Card Holder’s Signature\* |  | Date\* |
|  |  | - |  |  |  |  |  |  |  |