

**CITY OF STE. GENEVIEVE
165 S. FOURTH STREET
STE. GENEVIEVE, MISSOURI
573-883-5400**

CREDIT CARD AUTHORIZATION FORM

I (we) hereby authorize the City of Ste. Genevieve, to initiate debit entries to my (our) credit card indicated below. This authorization will remain in effect until the City of Ste. Genevieve is notified by me (us). The City of Ste. Genevieve must be notified in writing thirty days in advance of the cancellation date. **There is a processing fee added each month of 2.49% plus \$1.00 per transaction.**

CUSTOMER INFORMATION

Name: _____

Address: _____

Phone Number: _____

Credit Card Details

Credit Card Type _____ VISA _____ Mastercard _____ Discover Card (select one)

Credit Card Number _____ Expiration Date _____

3-Digit Code on back of card _____

Account Holders Signature: _____ Date: _____

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CREDIT CARD PAYMENT PLAN

Dear Customers,

We offer an automatic payment process. If you sign up for this process, your monthly water bill will be deducted electronically from your credit card. There is a convenience fee added for this payment option. The fee is 2.49% plus \$1.00 per transaction with a \$2 minimum.

- Complete the application for credit card payment process
- Return the completed application to our office
- Continue to pay your water bill in the manner you have done in the past until you receive your first bill with the wording, ACCOUNT DRAFTED DO NOT PAY, on the bill. Once you receive this bill, your monthly credit card payment will be in effect.
- Your credit card payment will be processed each month on the due date
- To discontinue payment by the credit card process, you must notify the city in writing thirty days in advance of the cancellation date.

If you have any questions please contact our office.

Sincerely,

City of Ste. Genevieve