



28 East Main Street
West Jefferson, OH 43162

Credit Card Recurring Payment Authorization Form

Schedule your payments to be automatically charged to your credit card. Just complete and sign this form to get started!

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard, American Express or Discover card. You will be charged each billing period for the total amount due for that period. A receipt will be emailed to you and the charge will appear on your credit card statement. You agree that no prior-notification will be provided if the total payment is under your chosen amount below. If your bill is more than that amount, or the payment date changes, you will receive notice from us at least 10 days prior to the payment being collected. You are still responsible for payment if card is declined and responsible for keeping card information updated. Please choose your preferred notification method: text email Notification email or text:

Please complete the information below:

I _____ authorize the Village of West Jefferson to charge my credit card indicated below on the _____
(full name)
14th (A-L) or 15th (M-Z) of each month for payment of my Water and Trash Utility Bill. I understand that I will only receive advance notice of the charge if it exceeds \$25 of my selected amount. (choose 1) \$75 \$120 \$195

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard Amex Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.