

CREDIT CARD REGISTRATION



PO Box 1995 * Vancouver, WA 98668-1995 * www.cityofvancouver.us * Phone: (360) 487-7802 Fax: (360) 487-7808

Development Review Services staff will follow careful guidelines to ensure safe and accurate transactions when processing credit card payments for permits via fax request. Contractors who want to order permits by fax and pay with VISA or MasterCard must register for this service. We will keep a record of your signature on file. Your account information will be entered into our system and remain confidential. We will process VISA and MasterCard only. *(Please be aware that this credit card service is available for electrical, mechanical and plumbing permits ONLY at this time.)*

These procedures will keep your transactions secure and prevent unauthorized use of your card:

- Do not write your credit card account number on any permit documents that you fax to us. *(Indicate on the application that you want to pay by credit card.)*
- We will fax your completed permits only to the fax number listed on this registration form.
- This account information will be used for fax permit service only. If you buy permits in person at the Development Review Services Permit Center, you may pay by check, cash or present your credit card to the Cashier. **The Cashier cannot charge your "on file" account for in person credit transactions.**
- If you need to change credit card numbers, or if your card expires, you will need to register the new card by completing a new registration form and submitting it to the Development Review Services Permit Center via fax or in person.

Company Name: _____

Cardholder: _____

Cardholder/Company Phone: () _____ **Contact Name:** _____

Account Address: _____

This must be the credit card billing address

<input type="checkbox"/> VISA
<input type="checkbox"/> MasterCard

Card Number: _____

Code: _____ **Expires:** _____
(3 digit # on back of card)

Signature of Cardholder: _____ Date: _____

Fax my completed permits to this number only: () _____

Or mail to this address: _____

Please fax completed registration to Development Review Services at (360) 487-7808