



Credit Card Authorization Form Policy

Effective Date: 11/1/23

Purpose: This policy outlines the acceptable use of a credit card authorization form for payment of trade permits, commercial permits, and contractor registration fees while specifying that re-inspection and residential building permit fees cannot be paid using this form. Additionally, it highlights that credit card authorization forms are for one-time use, and card information will not be stored for future use.

Scope: This policy applies to all individuals and entities seeking to make payments for trade permits, commercial permits, and contractor registration fees.

Policy Statement:

1. **Acceptable Use:** Credit card authorization forms may be used exclusively to pay for trade permits, commercial permits, and contractor registration fees issued by the City of Fulshear. Such forms are a secure and convenient method for making these payments.
2. **Non-Acceptable Use:** Credit card authorization forms may not be used to pay re-inspection or residential building permit fees. Payments for these specific fees must be made through alternative means, as outlined by the City of Fulshear.
3. **One-Time Use:** Credit card authorization forms are strictly one-time-use documents. Once processed, the form will not be retained for future use, ensuring the security of cardholder information.
4. **Card Information Security:** The security of cardholder information is of utmost importance. Cardholder data will be processed for a single transaction and will not be retained or used for any other purpose.

Procedure:

1. To use a credit card authorization form, the applicant must complete the form with accurate payment details, including the cardholder's name, card number, expiration date, CVV, and any other required information.
2. The completed form should be submitted to the City of Fulshear's designated payment processing unit. (permits@fulsheartexas.gov)



3. Upon receipt of the form, the payment will be processed, and the form will be securely disposed of to ensure that cardholder information is not retained.
4. In the event of payment processing issues or disputes, the cardholder may contact the City of Fulshear for resolution.

Compliance: Failure to adhere to this Credit Card Authorization Form Policy may result in the refusal of payment and appropriate action as deemed necessary by the City of Fulshear.

Conclusion: This policy is designed to ensure that the use of credit card authorization forms is in cardholder data and the one-time use nature of these forms, ensuring a transparent and secure payment process for trade permits and commercial permits.

The City of Fulshear reserves the right to update this policy as necessary to reflect changes in payment processing regulations and security standards.



Rodrigo Rodriguez
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11/1/23
Date



CITY OF FULSHEAR
CREDIT CARD AUTHORIZATION

Email: permits@fulsheartexas.gov

Fax: (281) 346-8237

AMOUNT:	+3% PROCESSING FEE	PERMIT #:
PROJECT ADDRESS:		
COMPANY NAME:		
CONTACT NAME:	CONTACT PHONE #:	
EMAIL:		
AUTHORIZATION OF CARD USE		
<p>I certify that I am the authorized holder and signer of the credit card referenced above.</p> <p>I certify that all information above is complete and accurate.</p> <p>I understand the credit card information will be shredded once payment is approved and paid. Also, I understand each time a payment is submitted that a new Credit Card Authorization will need to be submitted. An emailed copy of the receipt will be emailed back to the referenced email above.</p>		
CARDHOLDER NAME (Printed)		
SIGNATURE		DATE

*******BELOW WILL BE SHREDDED ONCE PAYMENT HAS BEEN PROCESSED*******

CREDIT CARDHOLDER INFORMATION			
NAME ON CREDIT CARD			
TYPE OF CREDIT CARD	VISA	MASTERCARD	DISCOVER
CREDIT CARD NUMBER			
EXPIRATION DATE		*CCV/Security Code	