



### **CREDIT CARD PAYMENT INFORMATION AND INSTRUCTIONS**

A signed Credit Card Authorization Form is required for all one-time credit card payments made by alternate users, or if submitted via mail/fax. The form is to be used for a single transaction and a separate form must be completed each time a payment is made. Credit card information will not be stored for future payments.

Card information will be stored securely in compliance with City A.R. 3.96 Merchant Accounts (Payment Card Processing) and Payment Card Industry (PCI) data security standards.

Customer will complete all applicable information on the second page and submit form to the payment counter or send via mail/fax to the contacts listed below. For cardholder security reasons, do not send credit card information via email.

Following payment processing by Planning and Development Department staff, the receipt will be emailed to the email address indicated on the form if checked yes ("Y").

If you have questions or need additional information to complete this form, please call (602) 262-7811.

If you prefer to make a credit card payment over the phone, please call (602) 534-5934.

**Secure Fax: 602-534-1810**

**Mail:**  
**City of Phoenix**  
**Planning and Development Department**  
**200 West Washington Street, 3<sup>rd</sup> Floor**  
**Phoenix, Arizona 85003**

#### Approved Steel Fabricators Listing

Attention: Building Official Secretary

- In Description, provide shop name and write "Approved Steel Fabricators Listing"
- Indicate if payment for new or renewal

#### Self-Certification Program

Attention: Self-Certification

- In Description, provide name of training class (discipline type i.e. Building, Civil, Landscape), training class date, and training attendee name(s)
- Indicate if payment for new or renewal

#### Elevator or Annual Facilities Program (AFP) Invoice Payments

Attention: Financial Services Elevator/AFP Accounts

- In Description, indicate invoice number from City of Phoenix billing statement

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For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.



I, \_\_\_\_\_, hereby authorize the City of Phoenix  
Cardholder's Name

Planning & Development Department to charge my credit/debit card in the amount of

\$ \_\_\_\_\_ for \_\_\_\_\_  
Description of Program/Services

\_\_\_\_\_ Renewal fee? Y  N

Card type:  Visa  Master Card  American Express  Discover

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Card number

\_\_\_\_\_  
Expiration date

\_\_\_\_\_  
Cardholder's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name as it appears on credit card

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

Receipt requested? Y  N

\_\_\_\_\_  
Credit card **Billing** address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Person Authorized to Use Card (if different than cardholder)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

Receipt requested? Y  N

\_\_\_\_\_  
Contact Person (if different than cardholder)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

Receipt requested? Y  N

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