



**Central Illinois Notary & Imaging  
Credit Card Payment Authorization Form**

**Customer Information**

Name: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Payment Authorization**

I, \_\_\_\_\_, authorize **Central Illinois Notary & Imaging** to charge my credit card as detailed below for the agreed-upon services. I understand that my information will be securely stored and processed only for this transaction unless otherwise specified below.

**Credit Card Information**

Card Type (Circle One):

**Visa / MasterCard / American Express / Discover**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date (MM/YY): \_\_\_\_ / \_\_\_\_

CVV (3 or 4-digit code): \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

**Payment Details**

Total Amount: \$ \_\_\_\_\_

Service(s) Rendered: \_\_\_\_\_

**Authorization Agreement**

I understand that:

- This authorization is valid for a **one-time** charge unless I specify below for recurring payments.
- If additional charges are necessary, I will receive a separate authorization request.
- I certify that I am an authorized user of this credit card and will not dispute this transaction with my bank or credit card company, so long as the transaction corresponds to the terms indicated in this form.

**Recurring Payments (If Applicable)**

I authorize Central Illinois Notary & Imaging to charge my card on a recurring basis for ongoing



services. ☐ Yes ☐ No

Frequency: ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Other: \_\_\_\_\_

### Signature Authorization

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Office Use Only

Processed By: \_\_\_\_\_

Transaction ID: \_\_\_\_\_

Date Processed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Thank you for your business! If you have any questions, please contact us at:

- 📍 **Central Illinois Notary & Imaging**
- 📍 3131 Robbins Rd, Springfield, IL 62704
- 📞 217-720-0834
- ✉ mycini217@gmail.com
- 🌐 [www.mycini.com](http://www.mycini.com)