

**St. Johns County Clerk of Courts  
Credit/Debit Card Phone Authorization Form**

Visa, Master Card, or American Express

Item to be paid for (i.e. case #, ticket #, copies): \_\_\_\_\_

Customer's Name/Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cardholder's Name/Address (if different from customer):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Telephone No: \_\_\_\_\_

**Card Info:**

Card No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ V-code \_\_\_\_\_\*

Dollar amount \$ \_\_\_\_\_

***Discuss with Customer:***

*A convenience fee of 3.5% will be added to your authorized amount in accordance with the Clerk's merchant services contract.*

Taken by: \_\_\_\_\_  
(clerk's name)

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

\*V-code is the 3-digit number on the back of the card or 4-digit on the front of the American Express card.

- VAB Fees code 387 (\$15)
- VAB Fees code 388 (\$5)
- Misc., Copies