



COMMONWEALTH OF VIRGINIA
COUNTY OF LOUDOUN
 OFFICE OF THE CLERK OF CIRCUIT COURT



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Gary M. Clemens
 Clerk

Kevin J. Blatchley
 Chief Deputy-Business Services

Laura E. Boudreaux
 Chief Deputy-Operations & Finance

Karen M. Myers
 Chief Deputy-Judicial Services

Credit Card Authorization Form

Date: _____

Case # (if applicable): _____

Cardholder Name: _____

Credit Card Information: Visa _____ MasterCard _____ Discover _____

Credit Card Number: _____

Credit Card Security Code: _____ Expiration Date: _____

Amount: \$ _____ Convenience Fee: \$ _____ (4% or \$2.00 whichever is greater)

Total Charge to Credit Card: \$ _____

Billing Address where credit card statements are sent:

Phone Number: _____

Department: _____

Staff Member who processed transaction: _____

Transaction/Receipt Number (In DTS or FAS) : _____