



**Credit Card Authorisation Form**

**Particulars Of Owner**

I, \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Given names) (Surname) (Date of Birth)

of \_\_\_\_\_ , \_\_\_\_\_  
 (Company Name if Applicable) (Complete Address)

**ONE-OFF AUTHORISATION:** *(cross out if not applicable)*

Reason for payment, and amount of payment: \_\_\_\_\_ \$ \_\_\_\_\_

**ON-GOING AUTHORISATION:** *(cross out if not applicable)*

I am the authorised card holder and I am over 18 years of age.

I give permission to Litchfield Council to store my credit card details and charge my card upon my instructions (as specified below) and consent to the Litchfield Council storing these details for on-going use. I may notify the Litchfield Council at any time in writing if I wish to revoke this authorisation.

Please fill out credit card details below:

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

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

**Expiry:** \_\_\_\_\_ / \_\_\_\_\_ **CVV:** \_\_\_\_\_

**I will authorise payment by:**

- Email \_\_\_\_\_ (please provide email address)
- Phone \_\_\_\_\_ (please provide telephone number)
- Mail \_\_\_\_\_ (please provide address)

*A processing fee will not be added by Council to any total payment, when using credit or debit card options, including MasterCard or VISA.*

**Request for charge:**

- Rates Payment ( \_\_\_\_\_ ; \_\_\_\_\_ \$ \_\_\_\_\_ )  
 (Assessment No.) (Property Address) (amount weekly/fortnightly/monthly)
- Rates Search **\$75.00**
- Planning Applications \$ \_\_\_\_\_ Form/Invoice \_\_\_\_\_
- Other ( \_\_\_\_\_ ) (Please specify)

It is the card holder's responsibility to inform Litchfield Council in writing of any changes to card details or to remove the card information on file. Litchfield Council will contact the authorised person if a payment has declined. Litchfield Council will not proceed on any request/service until a payment is successful.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PRIVACY STATEMENT (Litchfield Council GOV03 Privacy):** The personal information requested on this form is being collected by Council for charging fees in relation to the identified service. The personal information will be used by Council for that primary purpose or directly related purpose. The personal information collected will be disclosed to Council's bank or other financial institution for processing payments and will not otherwise be disclosed unless required by law. If the information is not collected an alternative payment method will be required before your service request can be processed. The applicant understands that the personal information provided is for charging fees and that he/she may apply to Council for access to and/or amendment of the information. Please see Council's Privacy Policy for further information about how the Council uses personal information.