

# Payment Processing Information



Company Name \_\_\_\_\_

Email: \_\_\_\_\_

This letter represents authorization to the City of Ottawa to charge the credit card listed below for permits, fees and/or licenses issued under my company \_\_\_\_\_ unless  
(Company Name)  
other arrangements are made prior to issuance of either.

**Acceptable Card Types: Visa – Master Card – Discover**

Card Number # \_\_\_\_\_

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

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

Expiration Date: \_\_\_\_\_ 3 digit security code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Card Holder

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

**I understand that receipts and permits will be emailed to the email address listed above. Should I require additional copies I will indicate that preference below. Paper copies are available in the Community Development Office at any time.**

In addition, please send receipts to the following email: \_\_\_\_\_

This authorization shall be on file and the acceptable payment instrument unless revoked in writing.