



CITY OF SHELBY

Customer Services Department

BOX 207 - WASHINGTON AT GRAHAM ST - SHELBY, NORTH CAROLINA 28151-0207

Credit Card Guidelines

for

Accounts on the *credit card payment program*

This plan is designed for customers that choose to have their utility bill paid by credit card on a regular monthly basis. The credit card transaction will take place on the specified date printed above the perforation on their utility bill.

Each customer must fill out a *credit card payment program form* in order to participate. The customer will have the responsibility to insure that all credit card information is correct and complete. The City representative will keep on file a copy of the customer's driver's license and a copy of the customer's credit card. This information is held in the City of Shelby's vault.

Before the credit card expiration date, customers are required to update credit card information in order to continue their monthly credit card payments without interruption. If the customer receives a second notice at any time while participating in the program, please contact the Customer Services Payments Department as soon as possible to insure proper payment and continued service.

For more information about our credit card payment program, please contact the Customer Services Payments Department at 704-484-6831.



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Credit Card Form

Customer Information:

Name: _____

Address: _____

City, State, & Zip: _____

Home Phone #: _____ Work Phone #: _____

Consumer #: _____ Service Location #: _____

Social Security #: _____

Card Information:

Name that Appears on Card: _____

Card Account #: _____

Expiration Date: _____

Signing this form gives the City of Shelby permission to store this form with your credit card information in the city vault and to draft the utility payment for the above customer using the credit card information given.

Signature: _____ Date: _____