



CREDIT CARD AUTHORIZATION FORM DIRECTIONS

The Credit Card Authorization Form is used for credit card payments made by phone. The Treasurer's Office requires signed authorization prior to processing any credit card transactions by phone.

1. Print authorization form
2. Fill out authorization form
 - a. Date – current date
 - b. Taxpayer/Customer Name – name of property owner or person payment is being made on behalf of
 - c. Payment Type – check one of the following options:
 - i. 2nd Installment – for Town & County Taxes (can only pay if 1st Installment was made to the Town by February 10th deadline)
 - ii. Delinquent Tax/Lien – includes delinquent Town & County, delinquent City School taxes, and Liens – specify the year(s) being paid
 - iii. Installment Agreement – monthly payments for active installment agreements
 - iv. Other – court fees (indicate indictment # & fee type), retiree health insurance, tax search fee
 - d. Tax Map # or IA # – for parcel in which payment is to be applied
 - e. Payment Amount – total amount of payment, including all penalty, interest, and/or other charges. Please call the Treasurer's Office in advance for amount owed. Do not include the amount of the service fee.
 - f. Payment Method – check next to card type being used
 - g. Print Card Holder Name – print name as it appears on credit card
 - h. Telephone Number – please indicate phone number where Treasurer's Office can reach you to obtain the Credit/Debit Card # and Card Security #.
 - i. Sign BOTH signature lines
 - i. The first signature authorizes the Treasurer's Office to charge your credit/debit card for the payment.
 - ii. The second signature authorizes the service fee charged by the credit card processor (2.25% of transaction, with a \$1.00 minimum fee).
 - iii. Both cardholder authorization signature lines must be signed by the cardholder for the Treasurer's Office to process the transaction.
 - j. Complete address associated with credit card – complete mailing address associated with credit card
 - k. Expiration Date – month and year credit card expires
3. **LEAVE BLANK**
 - a. Credit/Debit Card # and Card Security #
 - b. The fax machine in the Treasurer's Office is not secure, so the account number and card security number should not be included on the form.
4. Fax signed authorization form to Treasurer's Office at (315) 253-1369.
5. Treasurer's Office will call the telephone number on the authorization form to get the Credit/Debit Card # and Card Security #.
6. Credit card receipt will be mailed. If you prefer your receipt be faxed or e-mailed, please notify the Treasurer's Office when they call for your account # and security code.



CREDIT CARD AUTHORIZATION FORM

Date: _____

Taxpayer/Customer Name: _____

Payment Type (check one): 2nd Installment
 Delinquent Tax/Lien (Specify): _____
 Installment Agreement
 Other (Specify): _____

Tax Map # or IA #: _____

Payment Amount: _____

Payment Method (check one): Visa Credit Visa Debit Master Card Credit
 Master Card Debit American Express Discover

I, _____, authorize the Cayuga County
(Print Card Holder Name)

Treasurer to charge my credit/debit card for the taxes on the property referenced above. I can be reached
at: _____, if questions occur.
(Telephone Number)

(Cardholder Authorization Signature)**

I understand that this Credit Card transaction will incur a separate service fee of 2.25% per transaction, with a \$1.00 minimum service fee.

(Cardholder Authorization Signature)**

** Your transaction will not be processed without **both** Cardholder Authorization Signature Lines signed by the cardholder.

Complete billing address associated with card: _____

Expiration date: _____

Credit/Debit Card #: _____

Card security #: _____