

**TOWN OF GREENWICH  
BOARD OF EDUCATION  
Recurring Credit Card Charge Authorization  
2022-2023**

|   |                                  |           |
|---|----------------------------------|-----------|
| <b>Parent's Name:</b>   |                                  |           |
| <b>Student name:</b>  |                                  |           |
| <b>Card holder's name:</b>  | Card Holder's telephone number:  |           |
|   | Card Holder's email address:     |           |
| <b>City:</b>  | State:<br>CT                     | ZIP code: |
| <b>Card Type - check one:</b><br><input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD  |                                  |           |
| <b>Card number:</b>   | Expiration date (mo/yr):         |           |
| <i>This authorization will expire on the expiration date for this credit card, unless you want to terminate this authorization sooner. If you want to terminate this authorization sooner, provide a date for expiration.</i> | Date this authorization expires: |           |

I authorize the Town of Greenwich to automatically charge my credit card account, shown above, **for 2 monthly payments** due on July 1, 2022 for the first payment and January 3, 2023 for the second payment.

**\$3,508.00**

|   |               |
|---|---------------|
| Card Holder's signature (read statement above): | Today's date: |
|---|---------------|

I authorize the Town of Greenwich to automatically charge my credit card account, shown above, for the first payment on or about July 1, 2022 for the amount **\$1,754.00**. Such charges will continue for the second installment which will be due on January 3, 2023 for the total of **\$1,754.00**.

It is my responsibility to update the credit card information that is to be used to pay for this deferred payment obligation. I understand that I may notify the Town of Greenwich by written request at least 10 days before the next payment is due to terminate this authorization. In this event the entire remaining balance will be immediately due and payable.

If any credit charge is rejected/returned by the credit card processor a **\$25.00 charge** will be added to the amount due.

The Town of Greenwich reserves the right to charge this account without the Card holder's signed authorization for each transaction. Also the Town of Greenwich reserves the right to terminate this authorization agreement at any time.

**All Town Employees must have all paperwork in the Business Office before May 16, 2022**