



# City of Millbrae

## ONE TIME CREDIT CARD AUTHORIZATION

This statement authorizes the City of Millbrae to apply charges for the services/purposes listed below to my credit card. This shall be a one-time occurrence, and the City of Millbrae acknowledges that there is no authorization or permission, or future charges associated with this transaction. This information will not be shared, sold, or distributed to third parties. *There will be a 2.85% processing fee for any credit card transactions.* Minimum charge \$20.00.

### Purpose of Charge:

☐ Business License

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

☐ Utility

Account Number: \_\_\_\_\_

☐ Fees (Application/Permit/Project)

Reference Number: \_\_\_\_\_

Address: \_\_\_\_\_

Credit Card Type: ☐ Visa

☐ Mastercard

☐ Discover

Amount \$ \_\_\_\_\_

**Credit Card Processing Fee (2.85%)**

+ Total Charge Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Cardholder Daytime Phone Number

☐ Phone Authorization

\_\_\_\_\_  
Expiration (Month/Year)

\_\_\_\_\_  
CVV # (back of card)

\_\_\_\_\_  
Cardholder Authorization Signature

\_\_\_\_\_  
Date

Credit Card Information:

\_\_\_\_\_  
Cardholder/Business Name

\_\_\_\_\_  
Cardholder Billing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

July 2025