



## Permission to Bill Credit Card Form

(Customer Billing Agreement)



To authorize CUPF to bill your credit card, please complete and submit this form with your application.

**(Fax) 240-777-2743**

This dedicated line is in a secure location.

*Montgomery County Community Use of Public Facilities complies with applicable NOVA and PCI DSS standards.*

Name on Card (PRINT):

Address:

City/State/Zip:

Home/Cell Phone:

Work Phone:

Email:

Name of Organization/Account (as applies):

Location/Facility: \_\_\_\_\_

Permit begin date: \_\_\_\_\_

\*Request/Permit #: \_\_\_\_\_

Permit end date: \_\_\_\_\_

\*User MUST include Request/Permit number when sending payment via Fax.

Type of Card (Personal or Organization?):

- ☐ Personal credit card  
☐ Organization credit card

Check all that apply:

- ☐ One time payment of: \$ \_\_\_\_\_  
☐ Payment plan  
This authorizes CUPF to charge your credit card on the payment due date(s) listed on the permit.  
☐ Permission to save encrypted card  
By checking this box, CUPF will be allowed to return refunds to credit card. If not saved, all refunds will be returned via check.

I, \_\_\_\_\_ give Montgomery County Community Use of Public Facilities permission to charge: (check the applicable card and please PRINT CLEARLY)

Card Number: \_\_\_\_\_

Code: \_\_\_\_\_ Expiration Date (MM/YYYY): \_\_\_\_ / \_\_\_\_

Type of Card (specify below):

- ☐ Visa  
☐ Mastercard  
☐ American Express  
☐ Other: \_\_\_\_\_



I understand that I am liable for any outstanding charges, payable by check, or money order if the credit card transaction cannot be processed.

This agreement will be void upon conclusion of the aforementioned permit (s), or end date specified, or at any time upon expiration of the card or with written notification by the card holder. Resumption will require completion of a new agreement.

Please contact us immediately if you see a discrepancy or have any concerns about your charges.

Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Locations:

**Main Office:**

[255 Rockville Pike, Suite 201, Rockville, MD 20850](#)

**Up County Office:**

[12900 Middlebrook Rd. Suite 1400, Germantown, MD 20876](#)

**Silver Spring Civic Building:**

[One Veterans Place, Silver Spring, MD 20910](#)