

Information needed for Credit Card Payments

As of 1/25/06

1. Credit card number

2. Expiration date

3. Name as shown on card

- a. If the name is different from the person giving you the information, you will need to get verification from the person whose name IS on the credit card. Make sure to write down that you did get their permission.

- b. When Nancy puts the charge through, she will document this information in the Status Log.

4. Billing address for credit card, including zip code

5. CVV (Card Verification Value)

- a. For Visa & MasterCard credit cards, this information is located on the back of the card. It will be the last three digits of the string of numbers shown.