

**Cashier's Office**

**CREDIT CARD AUTHORIZATION FORM  
TELEPHONE/ FAX/ MAIL**

All fields must be completed.

Name of Card Holder: \_\_\_\_\_

Card Type:     Visa             MasterCard             Discover             American Express

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

**NOTE: Card Identification Data must be recorded in the section below the dotted line on the bottom of the form or the transaction cannot be processed.**

Expiration Date: \_\_\_\_\_

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

Billing Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Student or Company Name: \_\_\_\_\_  
(Name payment receipt will be processed under)

Student's Identification Number: \_\_\_\_\_  
(or Tax Identification Number or Customer ID)

Authorized Charge Amount: \$ \_\_\_\_\_

The above information is authorization for course and/ or fee payment to Broward College.

Today's Date: \_\_\_\_\_

**FAX or MAIL –**

- Cardholder's Signature: \_\_\_\_\_

**TELEPHONE –**

- Caller's Name: \_\_\_\_\_
- Information Recorded By: \_\_\_\_\_  
(BC Employee)

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**The following information MUST be provided for non-present card transactions:**

**Card Identification Data:**

Cardholder must provide the code that corresponds to the credit card type

- Visa                      CVV2            (3-digit code, located on back of card in signature panel) \_\_\_\_\_
- MasterCard            CVC2            (3-digit code, located on back of card in signature panel) \_\_\_\_\_
- Am Express            CID              (4-digit code, located on front of card) \_\_\_\_\_
- Discover                CID              (3-digit code, located on back of card in signature panel) \_\_\_\_\_

**Cashier:** upon completion of transaction, tear form on dotted line and shred Card Identification Data. Retain remainder of form with the credit card sales slip.