

# Credit Card/Debit Card Authorization

Attach this form to your document or written request.

(Clears all text entry fields)

## The Name of Corporation or Other Business Entity To Which This Service Request Applies is:

Check Box for Requested Service:	Fill in Fee or Amount:
<input type="checkbox"/> FILING OF DOCUMENTS AND CERTIFICATES <i>(Consult appropriate fee schedule for filing fees)</i>	\$ _____
<input type="checkbox"/> Routine Service (No Charge), <b>OR</b> Expedited Service: <input type="checkbox"/> 24-Hour-\$25 <input type="checkbox"/> *Same-Day-\$75 <input type="checkbox"/> **2-Hour-\$150	\$ _____
<input type="checkbox"/> CERTIFIED COPY <i>(The fee for each certified copy is \$10.)</i>	\$ _____
<input type="checkbox"/> Routine Service (No Charge), <b>OR</b> Expedited Service: <input type="checkbox"/> 24-Hour-\$25 <input type="checkbox"/> *Same-Day-\$75 <input type="checkbox"/> **2-Hour-\$150	\$ _____
<input type="checkbox"/> PLAIN COPY <i>(The fee for each plain copy is \$5.)</i>	\$ _____
<input type="checkbox"/> Routine Service (No Charge), <b>OR</b> Expedited Service: <input type="checkbox"/> 24-Hour-\$25 <input type="checkbox"/> *Same-Day-\$75 <input type="checkbox"/> **2-Hour-\$150	\$ _____
<input type="checkbox"/> CERTIFICATE UNDER SEAL <i>(Certificates of Good Standing, etc. The fee for each certificate is \$25.)</i>	\$ _____
<input type="checkbox"/> Routine Service (No Charge), <b>OR</b> Expedited Service: <input type="checkbox"/> 24-Hour-\$25 <input type="checkbox"/> *Same-Day-\$75 <input type="checkbox"/> **2-Hour-\$150	\$ _____
<input type="checkbox"/> SERVICE OF PROCESS <i>(Must be served in person at the above address)</i>	\$ _____
<input type="checkbox"/> BIENNIAL / FIVE YEAR STATEMENT	\$ _____
<input type="checkbox"/> OTHER	\$ _____
<input type="checkbox"/> DEPOSIT TO DRAWDOWN	\$ _____

Account Name: \_\_\_\_\_ **TOTAL (Total Amount Due):** \$ \_\_\_\_\_

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

**\*Same day expedited service requests must be received by 12 noon.**

**\*\*2-hour expedited service requests must be received by 2:30 p.m.**

Expedited service fees are non-refundable and will not be refunded if a filing is rejected.

### Credit/Debit Card Information:

MasterCard  Visa  American Express

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

Expiration Date (Month and Year): \_\_\_\_\_

Name as it Appears on Credit Card or Debit Card (Print): \_\_\_\_\_

Cardholder's Billing Address (As listed with Credit Card or Debit Card Company): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code+4: \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If the name on the credit card or debit card is in the name of a corporation or other business entity, please print the signer's name: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_