



**"Credit Card On File" Form**  
**City of Sarasota Building Division**  
**1565 1<sup>st</sup> St., Sarasota, FL 34236**  
**941-365-2200 ext 4156**

I, \_\_\_\_\_ hereby authorize the City of Sarasota Building Department to keep my credit card number on file and to use that number to pay any fees associated with my permit. Only those people authorized by this form will be allowed to use this information.

**This form must be mailed or brought in person to the Building Division front counter**  
**Faxes will not be accepted.**

***If contractor is different from cardholder,  
both signatures must be notarized separately.***

**Contractor signature :** \_\_\_\_\_

**Cardholder signature :** \_\_\_\_\_

**Printed Name :** \_\_\_\_\_

**Printed Name :** \_\_\_\_\_

State of Florida, County of \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_ 201\_\_

State of Florida, County of \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_ 201\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

Personally Known \_\_\_\_\_  
Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

Personally Known \_\_\_\_\_  
Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

**Authorized Agents Allowed to Use the Credit Card on File (only 4 allowed)**  
**(Please print agent's names)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**MasterCard Acct #** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Exp. Date.** \_\_\_\_\_ **V code #** \_\_\_\_\_

**Visa Acct #** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Exp. Date** \_\_\_\_\_ **V code #** \_\_\_\_\_

**American Express Acct#** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Exp. Date** \_\_\_\_\_ **V code #** \_\_\_\_\_

**Discover Acct #** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Exp. Date** \_\_\_\_\_ **V code #** \_\_\_\_\_

**Billing address of cardholder:** \_\_\_\_\_ **Zip code** \_\_\_\_\_