



THE CITY OF ASPEN

## MEMORANDUM OF POLICY

### Credit Card Payments

FROM: Johannah Richards, Community Development Administrative Manager

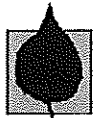
DATE: June 30, 2010

SUBJECT: Building & Engineering Department Credit Card Payments

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Effective June 30, 2010 the City of Aspen Community Development Department will accept credit card payments up to \$ 1500 for fees relating to building, electrical, mechanical, plumbing, encroachment, or right of way permits.

Applicants may pay in person or by faxing in the following form:



THE CITY OF ASPEN

### Building Department Credit Card Authorization Form

Date: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Description of Fees to be Charged: \_\_\_\_\_  
Amount Approved: \$ \_\_\_\_\_  
Type of Card:    Visa    MasterCard    Discover    American Express  
Credit Card Number: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_  
Secure ID #: \_\_\_\_\_  
Name As It Appears On Card: \_\_\_\_\_  
Credit Card Billing Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Signature: \_\_\_\_\_