



# Herguan University

## One Time Credit/Debit Card Payment Authorization Form

Sign and complete this form to authorize **Herguan University** to make a onetime debit to your credit/debit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

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### Please complete the information below:

Student ID: \_\_\_\_\_ Student Name: \_\_\_\_\_

I \_\_\_\_\_ authorize **Herguan University** to charge my credit/debit card  
(Card holder Full name)

account indicated below for \$ \_\_\_\_\_ on or after \_\_\_\_\_. This payment is for  
(Amount) (Date)

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(Description of payment- Ex: 000000 student id fall tuition payment)

Account Type:  Visa  MasterCard  Discover

Cardholder Name: \_\_\_\_\_

Credit/Debit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security(3 Digit CVV) Code: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(Cardholder phone number)

(Cardholder email address)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Cardholder full name)

(Cardholder signature)

I authorize the Herguan University to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company as long as the transaction corresponds to the terms indicated in this form.

Please send the completed form to [finance@herguanuniversity.edu](mailto:finance@herguanuniversity.edu)

595 Lawrence Expressway, Sunnyvale, CA-94085. Tel:408-481-9988 Fax: 408-749-1111

[www.herguanuniversity.edu](http://www.herguanuniversity.edu)

[info@herguanuniversity.edu](mailto:info@herguanuniversity.edu)