

# Instructions for Accepting Credit Card Payments and Electronic Checks

## Credit Card Payments (Info Needed)

1. Invoice # \_\_\_\_\_
2. Credit Card Number \_\_\_\_\_
3. Security Code \_\_\_\_\_
4. Expiration Date \_\_\_\_\_
5. Name on Card (exactly how it appears) \_\_\_\_\_
6. Street Address of Cardholder \_\_\_\_\_
7. Zipcode of Cardholder \_\_\_\_\_
8. Payment Amount \$ \_\_\_\_\_

## Electronic Checks (Info Needed)

1. Invoice # \_\_\_\_\_
2. Bank Routing Number \_\_\_\_\_
3. Bank Account Number \_\_\_\_\_
4. Name on Account \_\_\_\_\_
5. Payment Amount \$ \_\_\_\_\_