

Town of Martinsburg Court

5405 Cemetery Rd.

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Martinsburg, New York 13404

MartinsburgTownCourt@nycourts.gov

Kevin M. McArdle
Justice

Phone: 315-377-3099

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Credit Card Payment Authorization Form

CREDIT CARD PAYMENTS ARE ACCEPTED IN PERSON OR VIA FAX, MAIL, COURTHOUSE DROP BOX, AND EMAIL AT MartinsburgTownCourt@nycourts.gov ONLY - NO PHONE PAYMENT PERMITTED. THE COURT ONLY ACCEPTS VISA AND MASTERCARD AT THIS TIME. PLEASE BE ADVISED, IF YOU PAY WITH A CREDIT CARD A 2.99% SERVICE FEE (HEREINAFTER "SERVICE FEE") WILL BE CHARGED TO YOUR CARD AS A SEPARATE TRANSACTION, SO YOUR ACCOUNT WILL REFLECT TWO TRANSACTIONS FOR THIS PAYMENT (ONE FOR THE FINE AND SURCHARGE, AND ONE FOR THE SERVICE FEE).

Case Information:

Defendant's Name: _____

Case No. or Ticket No.: _____

Fine Amount: _____ Surcharge Amount: _____ Scoff Fee (if any): _____

Cardholder Information (*you must attach a photocopy of your driver's license, if you are not the defendant named above*):

Credit Card: Visa _____ MasterCard _____ (*check one*)

Card Number: _____

Card Expiration Date: _____

CV Code: _____ (*3 digit code on the back of your card*)

Card Holder Name: _____
(*print name as it appears on your credit card*)

Card Billing Address & Zip Code: _____

Card Holder Telephone: _____

I hereby accept the fine(s), surcharge(s), scoff fees(s) (if any), and 2.99% service fee imposed by the Court and authorized payment thereof on the above-referenced credit card. NOTE: Should a bank reject your transaction, the Court may issue a suspension without further notice.

Signature (*must match credit card*)