Credit card payment authorisation

Illustrative completed example · USD where amounts are shown

Merchant / contact Your business · Contact details	Customer name / contact Sample customer
Invoice / job reference INV-001	Processor / saved-payment reference Processor reference only; no full card number
Payment type Choose one-time or recurring	Authorised amount / currency Enter exact amount and currency
Charge date or recurring schedule State dates, frequency and end date	Recurring maximum / change notice State the agreed limit and notice arrangement if recurring
Cancellation contact / process Enter the merchant contact and agreed process	Customer acknowledgement I authorise the payment described above through the named processor.
Customer signature / date	Merchant record / date

Do not write a full card number, security code or PIN on this document. Use your processor's approved authorisation workflow and terms. PCI SSC prohibits keeping card verification codes after authorisation, including for later payments.

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