



Credit Card Authorization Form

Office use only

Last 4: _____ Exp: _____
 FSM: _____ Date: _____
 Zeam: _____ Date: _____
 Audit: _____ Date: _____

Primary location: Downtown Harbors Statter/Auke Bay Reserved moorage areas (>65')

Account(s): _____ Name: _____

Vessel Name(s): _____

Primary usage type:

- Transient
- Stallholder
- Reserved Moorage (>65')
- Passenger-for-hire
- Liveaboard
- Waitlist
- Other _____

Payment preference:

- Card on file only (NO autopay)
- Charge card for balance at the end of each month (YES autopay) *

**Payments on auto-pay accounts are processed on or around the last Friday of each month. If there are other docks & Harbor service fees posted to the listed account, they will also be paid with the moorage payment.*

Notes:

READ AND SIGN BELOW

I hereby authorize the City & Borough of Juneau Docks and Harbor Department ("Docks & Harbors") to charge the credit card listed below to make payments for my account(s) with Docks & Harbors from the accounts listed below. If at any time I decide to discontinue this Recurring Credit Card Payment Authorization, I will notify Docks & Harbors Office Staff at least fifteen (15) days before any recurring payment(s) is/are due. It is my intention that this authorization supersedes any prior Charge Programs or payment plans I have previously authorized.

I understand and acknowledge that should my credit card be declined for any reason, my account(s) will be subject to penalties and my Reserved Moorage stall may be cancelled for non-payment. I also acknowledge and understand that if my credit card is declined my account(s) may be removed from the Recurring Credit Card Payment Authorization. I further agree to provide Docks & Harbors with updated credit card information in the event that my account number changes, and of any expiration dates that may affect Docks & Harbors ability to pay my accounts with my credit card.

Signature: _____ Date: _____

Printed name: _____ Phone: _____

Name on credit card: _____ Visa MasterCard

Card Number: _____ / _____ / _____ Exp Date: ____ / ____ CVC: _____

What is the Recurring Credit Card Program?

Recurring Credit Card is a program that conveniently pays your City & Borough of Juneau Docks & Harbors Account bill from your selected VISA or MasterCard account automatically each month.

What are the benefits of Recurring Credit Card Program?

This offers our customers a convenient method of making time-sensitive payments without writing a check or stopping by our office. Even if you're out of town, your account(s) will be automatically paid. No hassles involved and no due dates to remember.

Will I still receive a bill?

You will still continue to receive monthly, itemized billing statements indicating the amount that the Recurring Credit Card plan will charge to your selected credit card.

Is Recurring Credit Card Program reliable and safe?

Recurring Credit Card Program is a safe, reliable way to pay your City & Borough of Juneau Docks & Harbors bill(s). When you enroll in the Recurring Credit Card Program, you are giving City & Borough of Juneau permission to charge the balance of your bill to your selected credit card. The payments are made electronically. Your monthly credit card statement will inform you of the charge(s).

What happens if my Credit Card charge is declined?

You will either receive a letter in the mail or telephone call notifying you that your credit card was declined and that you will need to supply us with an alternative method of payment. When necessary, you will also need to notify City & Borough of Juneau Docks & Harbors Department Customer Service of any new expiration dates to avoid declining payments.

TERMS OF AGREEMENT

The plan is to remain in effect until the City & Borough of Juneau Docks & Harbor Department receives written cancellation from the customer or until otherwise terminated, modified, amended, added to or changed by the City & Borough of Juneau.

The customer has the right to be removed from the Recurring Credit Card program by notifying the City & Borough of Juneau Docks & Harbors Department at least fifteen (15) days prior to their payment due date(s). If no notification occurs, the credit card will be charged, and the customer remains responsible for payment. The customer is also responsible for any late or unpaid balances.

The customer is responsible for notifying the City & Borough of Juneau Docks & Harbors Department of any errors within 30 days of the Recurring Credit Card payment. The City & Borough of Juneau Docks & Harbors Department is not responsible for errors discovered or for which notice provided after 30 days.

City & Borough of Juneau Dock & Harbors has the right to terminate a customer from the Recurring Credit Card program if any credit card is declined or fails to be processed. The customer will be charged a late payment penalty, if applicable.

If the credit card expires, it is the customer's responsibility to notify the City and Borough of Juneau Docks and Harbors Department of the new expiration date and/or new card number.

You may become a Recurring Credit Card participant simply by filling out the payment authorization form on the front page of this form. You will need to list all of the Harbor Accounts that you would like to include in the Recurring Credit Card program and return to the City & Borough of Juneau Docks and Harbors Department Customer Service, located at 1600 Harbor Way Juneau AK 99801, or e-mail it to harbormaster@juneau.gov.

For further information please call the Aurora Harbor Office 907-586-5255.