

Payment Processing Information



Company Name _____

Email: _____

This letter represents authorization to the City of Ottawa to charge the credit card listed below for permits, fees and/or licenses issued under my company _____ unless
(Company Name)
other arrangements are made prior to issuance of either.

Acceptable Card Types: Visa – Master Card – Discover

Card Number # _____

Name on Card: _____

Zip Code: _____

Expiration Date: _____ 3 digit security code: _____

Phone Number: _____

Signature of Card Holder Date: _____

I understand that receipts and permits will be emailed to the email address listed above. Should I require additional copies I will indicate that preference below. Paper copies are available in the Community Development Office at any time.

In addition please send receipts to the following email: _____

This authorization shall be on file and the acceptable payment instrument unless revoked in writing.