

## Credit Card Voice (Phone) Authorization Form

### Instructions

1. Fill in Transaction Information below.
2. Call for Authorization.
3. Once an approval code has been obtained by phone, the transaction MUST be processed correctly through your MyFBO system in order for the charge to be settled and paid. *Simply getting an approval by phone does NOT get you the money.*
4. Process the receipt in MyFBO, using *New credit card / swipe* as the payment type in step 3, and entering ALL of the Transaction Information and the Approval Code from this form.
5. Once transaction has completed successfully, destroy this form.

### Transaction Information

Charge Amount \_\_\_\_\_

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Verification Code \_\_\_\_\_

(3 digits on the back of Visa/MasterCard, 4 digits on the front of American Express)

Card Type:    Visa    MasterCard    American Express    Discover

Card Billing Address \_\_\_\_\_

Card Billing City \_\_\_\_\_    Card Billing State \_\_\_\_\_

Card Billing Country \_\_\_\_\_

Approval Code \_\_\_\_\_    Approval Date \_\_\_\_\_