



Town of Stephentown

26 Grange Hall Road, Stephentown, NY 12168

Justice Court Office

Phone: (518) 733-5636, ext. 5 / Fax: (518) 733-9057

Email: stephentowntowncourt@nycourts.gov

Cyril A. Grant
Town Justice

Tammy L. Whitman
Court Clerk

John M. Meekins
Town Justice

CREDIT CARD AUTHORIZATION FORM

(Payment is not accepted by phone)

NAME: _____

DATE OF BIRTH: _____

CASE OR TICKET NO: _____

(This number can be found on your fine notice. Please be sure to include so payment can be posted properly. Failure to list this number could cause a delay in reporting payment to DMV.)

TO PAY BY CREDIT CARD, FILL OUT THIS AUTHORIZATION FORM AND SUBMIT THE ENTIRE FORM BY FAX, USPS, E-MAIL OR DROP SLOT. PAYMENT IS NOT ACCEPTED VIA PHONE.

NOTICE OF CREDIT CARD SERVICE FEE: A service fee of 2.99% of the payment amount will be assessed on all credit card payments. Payments may continue to be made by cash or by cashier/certified check, payable to Stephentown Justice Court without imposition of a service fee. Note that neither the municipality nor the court receives any portion of the service fee. If you use a credit card, there will be two transaction receipts generated, one for the court fine and one for the service fee.

If you require a receipt, please submit a self-addressed, stamped envelope. **Please include a copy of a photo ID of person paying the fine. Payment will not be processed without it.**

Credit Card (check one): _____ VISA _____ MasterCard Amount \$ _____

Credit Cardholder Name: _____
(Print exactly as it appears on card.)

Credit Card Number: _____ Exp. Date: ____/____/20____

Phone Number (include area code): _____

I hereby accept the fine amount(s) imposed by the Town of Stephentown Justice Court and the 2.99% service fee and authorize payment thereof on the above noted credit card. The cardholder must sign in order for the payment to be processed.

Cardholder Signature: _____ Date: ____/____/20____