



# Town of Stephentown

26 Grange Hall Road, Stephentown, NY 12168

## Justice Court Office

Phone: (518) 733-5636 / Fax: (518) 733-9057

Email: [sjusticeco@aol.com](mailto:sjusticeco@aol.com)

**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.)

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**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.

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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\_\_\_\_