

**St. Johns County Clerk of Courts
Phone Transaction Authorization
Credit/Debit Card Authorization Form – RECORDING**

Fax to: (904) 827-5649 Recording Department

To pay with Visa, Master Card, Discover, or American Express, this form must be completed and returned to the St. Johns County Clerk of Courts.

Name/Address:

Cardholders Name (if different from above):

Customer Phone Number _____ Customer Fax Number _____

I hereby authorize the St. Johns county Clerk of Courts to charge my credit/debit card:

Card No: _____

Expiration Date: _____ V-code _____*

*V-code is the 3-digit number on the back of the card or 4-digit on the front of the American Express card.

Dollar amount authorized \$ _____ (cardholder must complete)

*A convenience fee will be **added** to your authorized amount in accordance with the Clerk's merchant services vender's fee schedule found on our web site at www.sjccoc.us in the financial section, clerk's fees.*

Cardholder Signature: _____

Date: _____

Please send payment confirmation to my email address: _____

Instead of mailing a receipt.

Book _____ Page _____

Book _____ Page _____

Other Description _____

Certification Amount \$ _____

Fax Fee \$ _____

Total Order Amount \$ _____

Service Fee \$ _____

Grand Total Order Amount With Service Fee \$ _____

St. Johns County Clerk of Courts
 Credit/Debit Card Convenience Fee Table
 Updated: 04/23/12
 Fee for in person or via Fax

Transaction Range	Fee Amount
\$ 0.01 > \$ 50.00	\$ 1.50
\$ 50.01 > \$ 75.00	\$ 1.75
\$ 75.01 > \$ 100.00	\$ 3.00
\$ 100.01 > \$ 150.00	\$ 4.00
\$ 150.01 > \$ 200.00	\$ 5.00
\$ 200.01 > \$ 250.00	\$ 6.40
\$ 250.01 > \$ 300.00	\$ 7.80
\$ 300.01 > \$ 350.00	\$ 9.20
\$ 350.01 > \$ 400.00	\$ 10.60
\$ 400.01 > \$ 450.00	\$ 12.00
\$ 450.01 > \$ 500.00	\$ 13.40
\$ 500.01 > \$ 550.00	\$ 14.80
\$ 550.01 > \$ 600.00	\$ 16.20
\$ 600.01 > \$ 650.00	\$ 17.60
\$ 650.01 > \$ 700.00	\$ 19.00
\$ 700.01 > \$ 750.00	\$ 20.40

For each additional increment of \$50
 or portion thereof, add \$1.40