

**Automatic Payment Set-up
Authorization**

For case number: _____

I, _____ (print name) hereby authorize Ajo Justice Court to deduct recurring automated payments as described in the attached Payment Order & Schedule and Credit Card Authorization.

I understand that:

_____ I am responsible to make sure **funds are available** on my card at the time of payment. If the card is declined at

I will be assessed a **Dishonorment/Insufficient Funds fee of \$25.00.**

_____ Upon **notice of a failed/declined payment, I will be removed** from the Automatic Payment Plan and will be notified by the court.

_____ I **can make additional payments** to my case; however the automatic payments will continue as specified above.

_____ If I pay off my case prior to the planned date, the payment may still be processed on my card, but will be **refunded back** to my card, and this may take a few days.

_____ I understand that once my card information is successfully entered and processed – Ajo Justice Court staff will **shred the credit card documentation** and will not be able to provide information on the credit card number.

_____ A request to be removed from this automatic payment plan must be **submitted in writing.**

_____ Transactions in this plan are **case specific** and do not apply to more than the case authorized on this form.

Signature

Date

Signature of cardholder if different

Date

For Court Staff Use:

Automatic payment set up at NBA portal by _____ on _____
(Clerk's initials & #) (Date)