



# ACDS

## Credit Card Transaction Form

For card payment, please complete this form and submit it to ACDS. Within 48 hours of receiving this form, ACDS will process the transaction. Once the transaction has been processed, this form containing card information will be destroyed. Information obtained from this form will not be saved. Registration fees are nonrefundable or transferrable.

<b>Payment Amount:</b>	
<b>Credit Card Type:</b>	
<b>Credit Card Number:</b>	
<b>Card Verification Code:</b>	
<b>Expiration Date:</b>	
<b>Card Holder Name:</b>	
<b>Card Holder Phone Number:</b>	
<b>Billing Address:</b>	
If payment is for someone other than card holder, please list name(s) of person to be credited.	

Signature of Card Holder: \_\_\_\_\_

Printed Name of Card Holder: \_\_\_\_\_

Date: \_\_\_\_\_

Services for Fee:  
Registration fee - \$25.00 per semester  
Late fee - \$5.00 if payment will be received after registration deadline  
Duplicate certificate fee - \$5.00  
\* We cannot process American Express

Return Form to...  
ACDS Email: [wvacds@rvcds.org](mailto:wvacds@rvcds.org)  
Mailing Address: Attention ACDS 611 7<sup>th</sup> Avenue Huntington, WV 25701



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