

**AUTHORIZATION TO CHARGE CREDIT CARD**

**Stanford University Faculty Club**

Name: \_\_\_\_\_ Member No. : \_\_\_\_\_

Visa Card No. \_\_\_\_\_

MasterCard Name on card: \_\_\_\_\_

American Express Expiration: \_\_\_\_\_

Discover

Diners Club

*Please charge the balance of my account to my credit card at the end of every month.*

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

Return this form to the Faculty Club **OR** mail it to: Stanford Faculty Club, P.O. Box 20370, Stanford, CA 94309-7229  
FAX: 650.725.9984

**Terms and Conditions**

- ⇒ I understand that I will be mailed a detailed monthly statement of transactions that may be charged to the authorized credit card account. I will have at least ten (10) calendar days to review the statement and determine its accuracy. If I disagree with any of the charges, I must notify the Stanford University – Faculty Club in writing within 10 calendar days of receipt of the statement. If I do not so notify the Stanford University – Faculty Club, I will be deemed to have approved the charges.
- ⇒ If I wish to pay my bill by check prior to the automated charge date of the 28<sup>th</sup>, I may do so.
- ⇒ If payment is not received by the 28<sup>th</sup>, I hereby authorize the Stanford University – Faculty Club to charge any approved amounts to my credit card.
- ⇒ I understand that this Authorization is not a one-time credit card charge authorization, but is instead a recurring authorization to charge approved purchases until this authorization is withdrawn.
- ⇒ I understand that any credit card authorization shall remain in effect until withdrawn by me. To withdraw this authorization I must notify the Stanford University – Faculty Club in writing of the withdrawal and allow 10 calendar days for processing.
- ⇒ If the credit card listed on this Authorization should be cancelled, it is my responsibility, within 10 calendar days, to provide the Stanford University – Faculty Club with a substitute credit card.
- ⇒ If the credit card listed on this Authorization should expire it is my responsibility, within 10 calendar days, to provide the Stanford University – Faculty Club with a new credit card.
- ⇒ I understand that these terms and conditions may be amended or modified by the Stanford University – Faculty Club at any time with or without notice, however, the Stanford University – Faculty Club will endeavor to provide reasonable notice of any amendments or modifications.