

# UCLA Library

## Credit Card Transaction Authorization Form

To pay library bills by credit card, print this form and fill in the information. Mail it **along with a copy of your library bill** to:

**Library Business Services  
Payment Processing Unit  
Box 951575  
Los Angeles, CA 90095-1575**

or fax a copy to: **(310)-825-7988**

**Credit Card Type** (*Circle One*):                      Visa                      MasterCard                      Discover

**Name on the card:** \_\_\_\_\_ (Last, First, Middle)

**Credit Card Account Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Expiration Date:** \_\_ \_\_ / \_\_ \_\_ (MM/YY)

**Amount to be charged:** \$ \_\_\_\_\_

**Zip Code:** \_\_ \_\_ \_\_ \_\_ \_\_ (Zip code is required by major credit card companies for processing credit card transactions where the credit card is not presented in person to be swiped).

**Authorized Signature:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ (Just in case, we need to reach you for additional information.)

For assistance with payment questions, please contact Library Business Services (LBS) at (310) 206-9770 or via e-mail at [lbs-billing@library.ucla.edu](mailto:lbs-billing@library.ucla.edu).

**Caution:** never send your credit card number to LBS by e-mail.