One time credit card authorization

Permission for one specified payment

Use only after the card has been captured through the merchant's payment provider. This form records permission; it does not collect or process a card payment.

MERCHANT AND CARDHOLDER

Merchant or business name

Merchant contact email or phone

Merchant business address

Cardholder name

Cardholder contact email or phone

PAYMENT DETAILS

Goods or services and invoice reference

Exact amount

Currency code e.g. USD

Agreed charge date

Card last four digits optional

Non-secret payment record reference optional

CARDHOLDER AUTHORIZATION

I authorize the merchant named above to charge the specified card on file once, for the exact amount, currency, purpose and date stated above. I confirm that I am the cardholder or am authorized to use the card. This permission does not authorize additional or recurring charges. My cancellation, refund and dispute rights are not waived by signing this form.

Signer name

Signature date

Signature or typed name see note below

Typed-name fields record text only. Use an appropriate signing process; see page 2. Do not enter a full card number or security code anywhere in this document.

Merchant use checklist

Adapt this sample before use. Keep the completed authorization and these instructions together.

1 Prepare the payment details

Complete the merchant, cardholder, goods or services, exact charge amount, currency and agreed date. Do not use open-ended phrases such as any amount or all future charges. Give the cardholder the agreed cancellation and refund terms separately before collecting authorization.

2 Use a card already held by your provider

Capture card details through your provider's secure payment page, terminal or supported card-on-file workflow. The optional last four digits and non-secret record reference help identify the agreed payment. Never enter a full card number, security code, password or raw access token in this form.

3 Record the customer's agreement

Have the cardholder review the completed fields before signing. For an electronic process, use a provider-approved signing or consent workflow and retain the consent record. A typed name in this PDF does not create a verified digital signature or validate the identity of the signer.

4 Process and reconcile the payment

Submit the payment through your payment provider using its supported transaction settings. This document is customer permission; it is not issuer authorization, a hold on funds, a payment receipt or evidence that a charge succeeded. Confirm the actual result in the provider's system and issue the appropriate receipt.

5 Keep an appropriate record

Provide the cardholder a copy. Restrict access to completed forms and follow your documented retention and deletion policy, provider requirements and applicable law. Keep the order, communication and fulfillment evidence that belongs with the transaction. A signed form does not guarantee the outcome of a dispute.

Use with your own business terms and review requirements

This sample is not legal advice, a payment processor agreement or a promise of PCI compliance. Have your provider and appropriate adviser review the adapted workflow. Completed customer authorization forms belong in your merchant records. Do not upload them to NMS.io/app; that application is for merchant onboarding.

Security reference: PCI Security Standards Council, FAQ 1280 - Card verification codes must not be stored after authorization. pcisecuritystandards.org/faqs/1280/ | Reviewed November 2, 2026.