



**WV STARS**  
*West Virginia State Training and Registry  
 System*

<i>Office Use Only</i>
Date Received:
Date Entered:

## Credit Card Transaction Form

Please complete this form and submit to WV STARS with appropriate application or documentation. Immediately upon receipt of this form, WV STARS will process the transaction. Once the transaction has been processed, this form containing card information will be destroyed. Information that may compromise the security of the card such as complete credit card number, card verification code, and expiration date will not be kept in WV STARS file.

<b>Name of Applicant:</b>	
<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>	

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

**Print Name of Card Holder:** \_\_\_\_\_

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

*\*For Discover, MasterCard or Visa, this three-digit number is found on the **back** of the card. The full credit card number is reprinted in the signature box and at the end of the number is the Verification Code. For American Express, this four-digit number is found on the **front** of the card above the credit card number on either the right or the left side of your American Express credit card.*

**West Virginia State Training and Registry System**

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