



5935 East Andrew Johnson Highway  
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## **DEBIT & CREDIT CARD REQUIREMENTS**

- 1) Convenience Fee of **\$1.50** (regardless of transaction amount) automatically added to customer transaction
  - 2) Transactions can be made in office or via telephone (NO DRIVE-THRU)
  - 3) Information required by card holder shall be:
    - a) Expiration Date \*\*
    - b) Card Code (3 or 4 digits) \*\*
    - c) Address (Street Number and Street) \*\* (NO PO Boxes)
    - d) City and State
    - e) Zip Code \*\*

Note: Items with asterisks are fraud detection elements

  - f) Description (RWUD Account Number)
- 4) Exact amount plus convenience fee to be charged
- 5) No Cash Advances
- 6) Transaction shall be made on **ONE** debit/credit card only
- 7) No Pre-Paid cards
- 8) Any refund due customer will only be processed on **same card** presented to RWUD and processed the **next** business day
- 9) Receipt of transaction upon request
- 10) **Any card processed for a transaction and DECLINED by card issuer will be assessed a DECLINED FEE OF \$15 PLUS ANY SERVICE CHARGES FROM CARD ISSUER and applied to said account.**
- 11) **ANY ACCOUNT DECLINED BY CARD ISSUER WILL BE CONSIDERED DELINQUENT AND SUBJECT TO CUT-OFF UNTIL ALL CHARGES AND FEES ARE PAID IN FULL.**