



## Credit Card Authorization Form

Your completion of this authorization form helps us protect you, our valued customer, from credit card fraud. All information entered on this form will be kept strictly confidential within RingCentral. Please check your requested transaction:

- New account activation from an IP address outside of the United States
- Enabling International calling from your account
- Activating more than two accounts on one credit card
- Activating higher-end auto-purchase amounts
- Raising the Transactions or \$ Amount Limit per month for your account
- Activating Fax Broadcasting in your account
- Other \_\_\_\_\_

### Instructions:

1. Complete all the fields on this page, including your signature at the bottom.
2. On the next page make a copy of the front and back of your credit card and your driver's license or passport. For your protection, please follow the instructions below regarding personal information:
  - **Credit Card Instructions:** Cover the middle numbers on the front of your credit card allowing visible only the first 6 and last 4 (see image below). Also, cover the CVV (card security code) located on the back of MasterCard and Visa cards, and on the front of AmEx cards (see image below).
  - **ID/Passport Instructions:** Cover your Identification Number and Date of Birth, allowing visible only your Full Name and Expiration Date.
3. Fax both pages of completed form to **(800) 520-1568** or **(650) 641-2698**. Please note:
  - **Faxes coming in with blocked caller IDs will NOT be processed.**
  - **Do NOT email this form.**
4. RingCentral will receive the fax, and, upon satisfactory review of the information on this form, complete the requested transaction, which can take up to 48 hours to process.

### Credit Card Holder and Billing Address:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

RingCentral Phone#: \_\_\_\_\_

I, the undersigned, hereby acknowledge and agree to pay all charges from "RINGCENTRAL INC". I understand it is my sole responsibility to monitor the activity on my Credit Card and further agree that, in the case of a dispute, I will resolve the matter directly with RingCentral, Inc.

\_\_\_\_\_  
Authorized Signature of Card Holder

\_\_\_\_\_  
Date

## Credit Card & ID Copies

Make a copy of your Credit Card in the spaces below. Use a **light setting** on your copy machine to ensure the card number and name are visible. Cover the middle numbers on the front of your credit card. **Illegible images will not be accepted.**

**Note: The Credit Card number below must match the Credit Card number on file in your RingCentral account**

Front of your credit card  
(Visa, MasterCard, American Express)

Back of your credit card  
(Visa, MasterCard, American Express)

PRINT only the first 6 and the last 4 digits of  
the Credit Card: \_\_\_\_\_

**COVER THE CVV Number**  
For Visa and MasterCard, the CVV numbers are the 3 digits that appear at the end of the credit card number on the back of the card. For AMEX, it's the 4 digit code appearing on the front of the card.

Copy your driver's license or passport in the space below

Current driver's license or passport

Examples:

Front of Visa/MasterCard



Front of AmEx Credit Card



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CVV

