

TERRENCE J. REIDY  
HEALTH OFFICER

GILLIAN BEACH  
ADMINISTRATOR



1948 WILTSHIRE ROAD, SUITE 1  
KEARNEYSVILLE, WV, 25430  
PHONE: 304-728-8416  
FAX: 304-728-3319  
WWW.JCHDWV.ORG

---

## PAYMENT AUTHORIZATION FORM

### Payment processing during **COVID-19 Pandemic**

#### Paperwork and payment submission:

Our environmental office is currently closed to the public. However, we will still be providing essential public health services. Applications and payments should be submitted via email, mail, or dropped in our lock box outside the back door marked Environmental. During this trying time, it may take longer than usual to process your requests. We appreciate your patience and understanding.

#### Paperwork and payment submission:

**Check Payments:** Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check. Mail to the address above or drop in the lock box outside our back door. Please be sure to include a return address or email so we may send a receipt to you.

**Credit Card Payments:** Please complete the section below. You may send the completed form via email, mail, or drop in our lock box outside our back door. Emails should be sent to one of the following emails:

Food Cards: [JeffersonENV@wv.gov](mailto:JeffersonENV@wv.gov)

Permits (non Well and Septic): [Patti.J.Richardson@wv.gov](mailto:Patti.J.Richardson@wv.gov)

Well and Septic Information Requests: [JeffersonENV@wv.gov](mailto:JeffersonENV@wv.gov)

Well and Septic Permits and Water Tests: [Danielle.R.Phillipson@wv.gov](mailto:Danielle.R.Phillipson@wv.gov)

---

#### **Credit Card Payment:**

**Please note: We are unable to process American Express**

Card Holder Name: \_\_\_\_\_

Account # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Amount: \_\_\_\_\_

Signature: \_\_\_\_\_