



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**DIRECTORATE OF FAMILY MORALE, WELFARE AND RECREATION**  
**FORT BELVOIR MARINA AND VEHICLE STORAGE**  
**5464 HUDSON ROAD, BUILDING #1696**  
**FORT BELVOIR, VIRGINIA 22060-5928**

**STORAGE PAYMENT &  
CREDIT CARD RELEASE FORM**

**Payment Method:** ☐ Monthly Credit/Debit Card  
☐ Auto Bank Check  
☐ Annual

• **Name/Sponsor** (*Please Print*): \_\_\_\_\_

1. You have hereby designated Fort Belvoir Marina and Vehicle Storage to debit your credit/debit card for authorized Boat and or RV storage spaces and slips. Installment billing fees can be altered as they are determined by program/activity enrollment and DOD Category qualifications. No changes will be made without posting fee increases and notification to the patron.
2. You must notify Fort Belvoir Marina and Vehicle Storage 2 (two) weeks in advance of your vacating date from the Marina or RV storage lot. If no notice has been received your account will continue to be charged as usual.
3. This delegation of authority cannot be re-delegated and is valid until formally modified, suspended, or cancelled.
4. Please note that in order to conserve recourses/expense and limited manpower **we currently do not send out bills or billing reminders/declination notifications.** We will do our best to attempt to make contact via email or phone but ultimately it is the patron's responsibility to ensure all payments are made. Any account not paid by the 30<sup>th</sup> of each month will be subject to a \$25 late fee.
5. Payment information may be updated via telephone or email. In doing so this signed document will remain valid until the patron checks out of the Marina or Storage Lot.
6. Credit/Debit card numbers will **NOT** be stored at the Marina or be accessible to any DFMWR employee.

• **Patron Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

***"CHOOSE BELVOIR"***