

**Authorization to Charge My Credit Card**

I, \_\_\_\_\_ (CLIENT NAME), hereby authorize Peggy Braam, MS, LPC/Collaborative Insights, LLC to keep on file the credit card information and signature provided below, and to charge my credit card for the following purposes:

PLEASE INITIAL

For regular session fees. My contracted rate is \_\_\_\_\_ per session.

PLEASE INITIAL

For co-pays, coinsurance and/or deductibles for all attended appointments.

PLEASE INITIAL

For fees covering missed appointments (no-shows) or late cancellations (appointments cancelled with less than 24-hours' notice).

PLEASE INITIAL

For outstanding balances I owe. This includes balances of charges which I owe and have not paid, and overdue balances that my insurance company has not paid. (Unless other arrangements are made, outstanding balances will be charged when 30 days past due.)

PLEASE INITIAL

For payment of checks returned for insufficient funds, plus any bank fees charged for such.

**Client, credit card and cardholder information**

Client's name (First, MI, Last) ▼

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Cardholder name (as it appears on the credit card) ▼

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Credit card type ▼

Visa  MasterCard  American Express  Discover

Credit card number ▼

.....

Expiration date (month/year) ▼

..... / .....

Credit card security code ▼

3- DIGIT CODE ON BACK OF VISA, MASTERCARD AND DISCOVERY CARDS.  
4-DIGIT CODE ON FRONT OF AMERICAN EXPRESS CARDS.

Credit card billing Zip Code ▼

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I understand that it is my responsibility to inform Peggy Braam, MS, LPC/Collaborative Insights, LLC of any changes in my credit card account or should I wish to use an alternate method of payment. I understand that I am responsible for any charge-backs and/or return charges, and that declined charges may result in extra fees or termination of services. I am the legal cardholder for this credit card and legally authorized to enter into this credit card billing agreement.

Cardholder signature ▶ .....

Date ▶ ..... / ..... / .....

NOTE: This form will be securely stored in your clinical file. You may update the credit card information at any time upon request.