

Credit Card on File Billing Authorization Form

IVY Pay offers a secure and convenient method of payment for the portion of services that is collected at the end of your counseling session. Your credit card information is kept completely confidential and secure, and never leaves the hands on the client. If you chose to place your card "on file" to be charged at the end of each service, please understand the following rules, as they apply:

I, _____, authorize Keri Lawrence M.A., L.P.C., using the IVY Payment application, to capture credit card information and securely store my credit card on file.

_____ I authorize Keri Lawrence M.A., L.P.C., using the IVY Payment application, to charge my credit card on file for any balance that is owed to Keri Lawrence M.A., L.P.C., AFTER my services are rendered.

_____ I understand that if I cancel or no show my appointment without given the required 24 hour notice, my card on file with Keri Lawrence M.A., L.P.C., using the IVY Payment application, will be charged the FULL PAYMENT of my appointment. *Please note that insurance will not pay for a missed or cancelled appointment. You will be responsible for the full fee of the appointment.*

_____ Unless I specify otherwise in the counseling session, I choose the IVY Payment application as my preferred source of payment after every session.

Client Signature

Date

*This agreement will expire in one year.