

DONNA J. CORBETT, LCSW AND ASSOCIATES, LLC

Debit and Credit Card Payment Authorization

I am providing my debit or credit card information below for the purpose of paying for my sessions with Donna Corbett, LCSW under the following conditions:

My card will be charged after each appointment held or missed that I do not cancel with 24 hours notice. Service fee for patient is \$130.00, payable by the patient at the following visit, not billed to the insurance company.

1. I may opt, at any appointment, to pay by cash or check in lieu of debit or credit card.
2. I will receive a transaction receipt each time the card is successfully charged.
3. This authorization becomes a permanent part of my records and will be treated with privacy, confidentiality and the utmost financial safeguards for the length of time my records are required by law to be retained (up to 7 years).

CREDIT CARD INFORMATION <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover			
Name	Card Number	Back side 3 digits	Expiration
Name	Area Code	Street	
	()	City/Zip	
Email for payment receipt	Phone # for Voicemail Messages	Address Related to Card #	

I agree to make payments in cash or by check within 48 hours if a transaction with my card is ever denied.

I agree to have my card charged for missed appointments.

I agree to have my card charged for appointments I cancel with less than 24 hours notice.

Signature

Date

No Reminder Notices of Appointments _____ (initial)

As adults, clients are expected to keep their appointment commitments without routine reminder notices. To facilitate remembering your appointment time, a set day and time that is consistent from week to week is scheduled exclusively for you.

Missed Appointment & Cancellations _____ (initial)

You are financially responsible for missed appointments, and for cancellations that are made with less than 24 hours notice. Patients who must cancel due to a true medical emergency and can be rescheduled within the same week will not be charged for the cancelled session.

Payment Details _____ (initial)

Session fee for counseling and coaching is due at the start of each session. Payments can be made in cash, by check or credit/debit card. A \$30 bounced check fee is applied if the bank does not honor your check. Credit card payments are processed online via My Virtual Merchant. The standard fee for a 45 minute session is \$130.00. Charges will show up on your statement as payment made to *Donna Corbett, LCSW*. You'll get a receipt/confirmation from me of credit card transactions.