

Financial Agreement and Authorization to Charge Credit Card

- Payment is due at time of service.
- Cash, credit card, and HSA are accepted forms of payment.
- All clients are required to keep a credit card on file as well as a signature authorizing agreed upon charges as a guarantee of payment for services rendered and/or late cancellation fees or missed appointments.

Cancellation Policy as stated in Professional Policy and Disclosure Statement

If it is necessary to cancel a scheduled appointment, please give **24-hour** advance notice.

No shows and cancellations with less than 24 hours' notice will be charged **FULL FEE**.

- If cash or HSA card is used for payment of services rendered, a credit card will also be kept on file to guarantee payment of late cancel fees/missed appointments and any unpaid charges.

Client Name:

Name on Credit Card:

- I authorize Developing ME! Counseling & Consulting to keep my credit card information and signature on file to charge for services rendered if necessary and/or late cancellation fees or missed appointments.
- I understand that if my credit card does not accept the charge, I will immediately pay the fee using another form of payment.
- I acknowledge that credit card transactions and receipts (if requested by client) could be linked to Protected Health Information.
- I understand that I may revoke this agreement at any time by providing a request in writing.

Signature of Card Holder

Date

Developing ME! Counseling & Consulting LLC agrees to charge only for reasons agreed upon by client and therapist.