

MAREN HANDLER SIEGEL, LICSW  
LICENSED CLINICAL SOCIAL WORKER  
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### Credit Card Authorization Form

CREDIT CARD AUTHORIZATION: I authorize Maren Handler Siegel, LICSW to use the credit card information below to charge my credit card for the following purposes:

1) FOR A MISSED SESSION at the rate of my regular session (plus the credit card surcharge - see below) if I cancel less than 48 hours in advance of my appointment or beyond the allowed number of group misses.

2) IF AND WHEN MY PAYMENT BALANCE BECOMES PAST DUE.

I acknowledge that I will receive a receipt for the payment and the appropriate information needed to submit to my insurance company and/or for tax purposes.

**I acknowledge that Maren Handler Siegel, LICSW will include a surcharge onto the fee, and that this portion of the charge is not reimbursable by insurance companies.**

#### CREDIT CARD INFORMATION

Name as it appears on the credit card: \_\_\_\_\_

Address of Credit Card holder: \_\_\_\_\_  
\_\_\_\_\_

Credit Card Type:  Mastercard  Visa (no Debit cards accepted)

Credit Card Number: \_\_\_\_\_

CCV/CID Code (security code): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Email Address for receipts: \_\_\_\_\_

Authorization Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### **Credit Card Authorization Information**

This information is confidential and will be kept on file. Although **my preference is for you to provide payment by check or cash**, I do accept credit card payments.

Credit card use at the time of service will be done by swiping your card using my cell phone.

Credit card use for missed sessions or past due balances will be done by keying in your credit card information.

A surcharge is added to all credit card transactions, and will usually be approximately 5% of the total fee.

Debit cards are not accepted.

It is required that all clients have a credit card on file with authorization to charge your credit card for missed appointments and past due balances. If you prefer to not have a credit card on file we offer the option of making a prepayment on your account equal to one week's worth of services. This prepayment will need to be replenished if it is used to pay for a missed appointment. The prepayment will be applied to your last week of services with us or refunded to you upon the completion of therapy.

Please feel free to reach out with any questions or concerns. Thank you.