

# Payment on File

## Willow Tree Counseling

Per the policy of Willow Tree Counseling, PLLC, it is understood that a credit card must be on file with Willow Tree Counseling. **Willow Tree Counseling reserves the right to charge the card on file for any outstanding balance due on the account after a minimum of three attempts have been made to satisfy the account and/or arrange a payment agreement.** The purpose of this policy is to minimize the potential for a past due account to be sent to a collections agency.

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Ph: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_, authorize, Willow Tree Counseling, PLLC, to charge my credit card on file for any past balance due on my account for services provided. I understand that my card information will be stored securely on the card processing site.

Customer Signature

Date

---

*Billing office to detach and destroy the lower portion of the form upon data entry into the secure card hosting site.*

### Credit Card Authorization Form for Card on File

Card Type:     Visa     Mastercard     Discover     American Express

Cardholder Name (as shown on card): \_\_\_\_\_

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

Expiration Date: (MM/YY): \_\_\_\_\_

Cardholder Zip Code (from card billing address): \_\_\_\_\_