

## Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled. Your card on file will be billed for outstanding appointment balances or insurance co-pay.

Credit Card Information
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other _____
Cardholder Name (as shown on card): _____
Card Number: _____ 3 Digit Security Code _____
Expiration Date (mm/yy): _____
Cardholder Postal Code (from credit card billing address): _____

I, \_\_\_\_\_, authorize *Shaylynn Hayes-Raymond* to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

\_\_\_\_\_

Customer Signature

\_\_\_\_\_

Date

## **Credit Card and Data Security Policy**

Your security and privacy are our top priorities. To protect your sensitive information, we have established the following guidelines for credit card processing, billing, file storage, and data handling:

### **1. Credit Card Information Storage and Billing**

By providing your credit card information, you consent to its secure storage by our third-party payment processors, Stripe or Square. Your card details will not be stored on our website or servers. Instead, Stripe or Square will encrypt and protect your information, which we may use to process payments for outstanding appointments. You will be notified of any such charges, which will be applied in line with agreed-upon appointment and billing policies.

### **2. File Uploads and Document Security**

Files uploaded through our platform are never saved directly to our website. Instead, they are securely transferred to an encrypted, off-site storage system. For enhanced privacy, all forms are stored as complete documents rather than plain text, adding an additional layer of security for your personal and sensitive information.

### **3. Legal Disclaimer**

By using our services and submitting your information, you acknowledge and agree to the terms stated in this policy. While we work with Stripe and Square to ensure your payment information is processed securely, we do not assume liability for any errors, delays, or issues caused by these third-party processors. In case of unauthorized charges, please notify us, and we will work with Stripe or Square to assist in resolving the issue.

This policy is subject to change, and any updates will be posted on our website. By continuing to use our services, you accept the terms of this policy and any future amendments.