

# Lety Arreola-Garcia, MS, AMFT

## PAYMENT POLICY & CREDIT CARD AUTHORIZATION FORM

### Missed Appointments & Late Cancellations

If you miss or cancel your appointment with less than 48-hours notice the equivalent of one session fee may be charged to your card. Please note that insurance companies do not reimburse for missed appointments.

### Outstanding Balances

If you have accrued an outstanding balance for services, and have not made specific arrangements for payment for over 30 days from the last date of service, your card may be charged for the balance due.

I, \_\_\_\_\_, authorize my credit card be charged in the following circumstances:

- A scheduled appointment that is missed or cancelled less than 48 hours in advance
- Outstanding balance for services over 30 days delinquent.

If I have any problems or questions regarding charges to my account, I will contact Lety Arreola-Garcia for assistance. I agree that I will not dispute any charges with my credit card company until I have attempted to rectify the situation directly with Lety Arreola-Garcia.

I have read, understand and agree to the above fee payment and credit card policy for services provided by Lety Arreola-Garcia:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### Credit Card Information

Card Holder Name: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Card Type: ☐ Visa ☐ Mastercard ☐ Discover ☐ AmEx

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_ CVV (3 digit code): \_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_