

## Pre-Authorization Charge Form

The purpose of this document is to provide a clear explanation of the financial responsibilities of the therapeutic process set forth by the contract and consent signed by both parties.

Payment of all services are important and must be handled prior to any service being rendered. This form is your agreement permitting Progressing on Purpose Counseling to charge the card that is stored in IVY Pay (the HIPPA Guarded Payment App) the agreed amount for the reasons below. Card ending in

1. For each session rendered; or
2. For the fee associated with cancelling an appointment without 24-hour notice; or
3. No show appointments.

It is your responsibility as the client to inform me when the stored card should not be used for payment. At that point, you are responsible for providing an updated card/form of payment. Please be sure to keep constant and open communication concerning your financial obligation for services. This agreement will be kept on file and considered valid for 1 year after signature is obtained to document authorization. For this agreement to be considered cancelled, you must provide some form of written statement. Cards stored in IVY Pay will only show the last 4 digits of the card for added protection and confidentiality.

**By signing below, you are agreeing to the terms that have been set forth. You acknowledge that you have read and understand the agreement. The opportunity to gain clarity on any area of the agreement that was unclear has been provided. You are also fully aware that you have a right to terminate services at any time with written notice.**

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Client(s) Name (Please Print)

Parent/Guardian (if applicable)

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Client(s) Signature

Parent/Guardian (if client is a minor)

Date

**By checking this box, you acknowledge and accept the signature above as your own.**

**My signature below affirms the explanation and agreement of the financial responsibilities set.**

*Trachelle D. Thomas M.Ed., LPC*

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Therapist Signature

Date

**Please retain a copy for your personal records.**