TRIANGLE AREA PSYCHOLOGY CLINIC

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Debit / Credit Card Information

As a courtesy, we are able to place your credit or debit card on file to process session fees. Credit cards are processed and stored through Square, Inc., which is HIPAA compliant and password protected. If you do *not* want your credit card information stored in Square, please notify your therapist. Square requires that you provide a valid email address in order for us to create your account. Once your account is created, we will delete your address from your Square file with us, and thus you will *not* receive an emailed receipt when we run transactions. The TAP Clinic is happy to provide you with an invoice of services on request.

Please read the information below, fill out the necessary information, and sign at the bottom of this page if you agree to the credit and debit card policy listed below.

Your debit or credit card can be billed for the following purposes:

1. Full payment of attended session(s) for myself or for a family member.
2. Full payment of late cancellations (less than 24 business hours) or missed sessions.
3. Full payment for group session(s) that are billed by the month (i.e., adult DBT groups).

<u>Card Information</u>

- Card #: _____
- Expiration Date: _____
- Security Code: _____
- Full name on Card: _____
- Billing Zip Code: _____
- Email address for Square account:_____

I have read the above information in its entirety and acknowledge my understanding of the content. I authorize The TAP Clinic to bill my card for the reasons listed above.

Printed name: _____Date: _____

Signature:_____