

CREDIT CARD ON FILE POLICY

Alisha's Accounting & Tax Service, offers several ways to pay your tax preparation fee, unfortunately the taxing agencies will occasionally defer a refund for child support, student loans, etc. When this happens Miss Alisha doesn't receive her fee for her hard work on your income tax preparation. We require keeping your credit or debit card on file as a convenient method of payment for the portion of services that your refund doesn't cover, but for which you are liable. Without this authorization, a billing fee of [\$35.00] will be added to your account for any balances that we must attempt to collect through mailing monthly statements. Furthermore, an "outstanding balance" charge of 1.5 percent of the total bill will charge for each month that the bill remains unpaid.

Your credit (debit) card information is kept confidential and secure and payments to your card are processed only after the Internal Revenue Service notifies Miss Alisha of non-payment. If this happens you will be notified by the Internal Revenue Service center that your refund is being routed for payment for a past due obligation. You will also receive a telephone call from our office regarding this unfortunate event.

I authorize Alisha's Accounting & Tax Service to charge the portion of my bill that is my financial responsibility to the following credit or debit card:

Amex Visa Mastercard Discover

Credit Card Number _____

Expiration Date ____ / ____ / ____ Pin code (back of card) _____

Cardholder Name _____

Billing Address Zip _____

I (client), the undersigned, authorize and request Alisha's Accounting & Tax Service to charge my credit (debit) card, indicated above, for balances due for services rendered that are my financial responsibility. This authorization relates to all payments not covered by my tax refund for services provided to me by Alisha's Accounting & Tax Service.

Client Name (Print): _____

Client's Signature: _____

Date: ____ / ____ / ____