



# Credit Card Authorization Form

Please be sure to sign and date the bottom prior to sending to us. Thank you.

For first time and out of state clients, please complete and submit with your assignment(s). For existing clients, please complete this form if making a payment to your account.

Firm/Customer Name: _____	Acct. #: _____
Address: _____	Suite: _____
City: _____	State: _____ Zip: _____ Country: _____
Telephone Number: _____	Fax: _____
E-mail address: _____	

<b>FOR SERVICES BEING PERFORMED:</b>			
<input type="checkbox"/> Process Service	<input type="checkbox"/> Skip Tracing	<input type="checkbox"/> Court Filing	<input type="checkbox"/> Statement
<input type="checkbox"/> Other _____			

NAME ON CARD: \_\_\_\_\_

CREDIT CARD TYPE:  VISA  MASTERCARD  AMERICAN EXPRESS

CARD NUMBER: \_\_\_\_\_

V-CODE (3 digits on M/C & Visa, on back. 4 digits on Amex, on front): \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ AMOUNT TO CHARGE TO CARD: \$ \_\_\_\_\_

This Authorization form is required for new clients and clients outside of California. For Clients in California, your first Order is always charged to a credit card. For clients outside California, all Orders will be charged to your card, unless prepaid by check. Once credit has been established, this authorization is a guarantee of payment. Velocity Legal Service, LLC. reserves the right to charge your card for past due balances not paid within our credit terms. Because most of these transactions are performed electronically, it is not required that Velocity Legal Service, LLC. keep a physical credit card on file in order for the charge to the card to be valid. I UNDERSTAND THE CHARGE FOR THE ABOVE SERVICE IS NON-REFUNDABLE, NON-REVOCABLE, AND NON-CONTESTABLE. I WAIVE MY RIGHT OF REFUND AND/OR TO DISPUTE THE CHARGE. Velocity Legal Service, LLC. is authorized to charge your card for the amount of the charges incurred to complete the Order(s) submitted, as described in either your letter of instruction or other means, including this authorization.

Velocity Legal Service, LLC. reserves the right to restrict the credit of any client for any reason. It is further agreed that this contract is negotiated in Riverside, CA.

I certify that I am the holder of the above credit card, or have been authorized by the holder, to use it to pay for services provided by Velocity Legal Service, LLC. and I agree to all of the above terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY BELOW THIS LINE

Authorization #: \_\_\_\_\_ Authorization Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Customer Number: \_\_\_\_\_

**Fax completed form to: 866-241-0051**