

# CREDIT CARD AUTHORIZATION FORM

## Instructions:

- Complete & sign form.
- Include copy of front and back of signed card. (Note: Set copier on light.)
- Include copy of cardholder's driver's license.
- Fax to (757)340-4894.

I, \_\_\_\_\_ (print) hereby authorize THE MERNA LAW GROUP, P.C. (MLG) to charge my credit card/debit account. I affirm that I am at least 18 years old and that I am legally authorized to use the credit card account number specified below. Further, I understand and agree that the charges specified below are irrevocable and may not be charged-back at any time in the future.

I authorize the following charge of:

\$ \_\_\_\_\_ as a one-time charge.  
Or \$ \_\_\_\_\_ as a monthly charge.  
To be deducted on the \_\_\_\_\_ day of each month.

\_\_\_\_ Visa

\_\_\_\_ Mastercard

\_\_\_\_ American Express

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Credit Card Billing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

I certify that the above information is true and correct and give The Merna Law Group, P.C. the authority to make the above charge(s) even if I am not physically present. Further, I acknowledge that written authorization must be given prior to the transaction to cancel this authorization. In the event of denial or charge-back, I acknowledge that a \$35 fee will be applied to my account. Additionally, all terms and conditions of my retainer agreement with The Merna Law Group, P.C. are incorporated and applicable to this authorization. In the event of breach of this authorization or the retainer agreement with The Merna Law Group, P.C., I authorize any outstanding charges or balance be charged to this credit card account without prior communications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Documentation (optional):

\_\_\_\_ Copy of Credit Card (front & back)

\_\_\_\_ Copy of Valid Driver's License.

\_\_\_\_ Utility bill (if client is not present, i.e. faxed in)