

**Victoria F. Young, MSW
LSCSW, LCSW**

To Clients (and/or their responsible party),

You have the option to have your co-payments and/or payments for services be billed using a credit/debit card. I contract with Professional Charges, Inc. for such. In addition, since I charge for late cancel/no show appointments, I ask that all clients submit a credit/debit card to be on file for those types of charges. Enclosed please find a Credit/Debit Card Payment Consent Form for your use.

If you elect to use this service please note that all co-payments will be billed on the day or week of our session. But if you incur a no-show/late cancel charge, this will be done at the time of that missed session. As a reminder, my no-show/late cancel policy requires a 24-hour notice of any missed scheduled session so as not to be charged \$75.00.

If you elect to NOT use this service, please note that my policy of collecting co-payment at the time of session will be upheld and NO balances will be kept.