



Jose F. Vera
Vera & Associates PLLC

CLIENT CREDIT CARD AUTHORIZATION

100 W Harrison St, South Tower, Suite 300
Seattle, WA 98119
253-267-2270 | info@joseveraassociates.com
joseveraassociates.com

CASE & CLIENT

Case Number _____ Client Name _____
Matter / Case _____ Phone _____ Email _____

ADDRESSES

MAILING ADDRESS

Street _____
City _____ State _____ ZIP _____

BILLING ADDRESS

Street _____
City _____ State _____ ZIP _____

☐ Billing address is the same as mailing address

PAYMENT INFORMATION

Name on Card _____ Expiration _____ MM/YY
Card Number _____ Card Type ☐ Visa ☐ MC ☐ AmEx

Security note: Do not send or store CVV/CVC by unsecured email. Use the firm's approved secure payment method.

AUTHORIZATION OPTIONS

Select ONE unless the engagement agreement specifically provides otherwise:

☐ **ONE-TIME CHARGE** - I authorize a charge of \$ _____ for _____
☐ **RECURRING FIXED PAYMENT** - Charge \$ _____ each ☐ Month ☐ 2 Weeks ☐ Other
Start date _____ End date / until revoked _____ Max # charges _____
☐ **BALANCE-DUE AUTHORIZATION** - Charge the amount shown on each approved invoice, up to \$ _____
☐ **RETAINER REPLENISHMENT** - Replenish the client's retainer when it falls below \$ _____ to \$ _____

CARD ON FILE

☐ Keep this card on file for future charges authorized by the signed engagement/fee agreement.
☐ Do NOT keep this card on file after the authorized transaction is processed.

CARDHOLDER AUTHORIZATION

I certify that I am the authorized cardholder or otherwise have authority to use this payment method. I authorize Jose F. Vera & Associates PLLC and its payment processor to process only the charges selected above. Recurring authorization may be revoked in writing for future charges, subject to obligations already incurred.

Cardholder Name _____ Signature _____ Date _____

Payments processed under this authorization are nonrefundable, except as required by applicable law or the firm's written engagement agreement.

Submitting this authorization form or communicating with our office does not create an attorney-client relationship. Representation begins only after the attorney agrees to represent you and confirms the engagement.