

# ONE-TIME PAYMENT AUTHORIZATION FORM



**ONE STOP**  
CONSULTING SHOP, LLC  
Accounting • QuickBooks • Tax Services

Schedule your payment to be automatically deducted from your bank account, or charged to your Visa, MasterCard, American Express or Discover Card. Just complete and sign this form to get started!

### ***Automatic Payments Will Make Your Life Easier!***

The charge will appear on your bank statement as an "ACH Debit". You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

### **Please complete the information below:**


I \_\_\_\_\_ authorize One Stop Consulting Shop, LLC to charge my credit card / checking account indicated below for \$ \_\_\_\_\_ on today's date (or the soonest possible after this date) of \_\_\_\_\_ for payment of my \_\_\_\_\_.

Billing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### **Checking / Savings Account:**

<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Name on Account _____	
Bank Name _____	
Account Number _____	
Routing Number _____	
Bank City / State _____	



### **Credit Card:**

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
<input type="checkbox"/> Amex	<input type="checkbox"/> Discover
Cardholder Name _____	
Account Number _____	
Exp. Date _____	
CVV (3 digit number on back of card) _____	

Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that this authorization will remain in effect only for the above stated one-time payment. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH transaction being rejected for Non Sufficient Funds (NSF), I understand that One Stop Consulting Shop, LLC may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank of credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

**One Stop Consulting Shop, LLC**  
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***Simple, Customized, Affordable Accounting and Tax Solutions!***