# Recurring Payment Authorization

Prepared with Signathing. Roles: Customer, Business.

## 1. Parties

Customer (name): _____

Customer email for receipts and notices: _____

Customer phone: _____

Business (name): _____

Business contact for billing questions (phone or email): _____

The Customer authorizes the Business to charge the payment method described below on the schedule described below, and the Business agrees to charge only as this authorization allows.

## 2. What is being paid for

Service or product: _____

Plan, membership or agreement name (optional): _____

## 3. Amount and schedule

Amount of each charge ($): _____

Frequency: _____
Choices: Weekly / Every two weeks / Monthly / Quarterly / Annually

First charge date: _____

Charges continue: _____
Choices: Until the Customer cancels / For the fixed number of payments stated below / Until the end date stated below

Number of payments, if fixed: _____

End date, if any: _____

Each charge is for the amount above on the schedule above, starting on the first charge date. If a charge date falls on a weekend or holiday, the charge may be made on the next business day. Taxes the law requires the Business to collect are added to the amount where they apply, and the Business states the total on each receipt.

## 4. Payment method

Payment method: _____
Choices: Card on file / Bank account (ACH) / Other, described below

Last four digits of the card or account: _____

Other payment method, if selected: _____

Card and bank details are collected through the Business's secure payment processor and are not written on this form. Only the last four digits appear here, so the Customer and the Business can tell which card or account this authorization covers. The Business's payment processor may have its own authorization requirements for stored cards or bank debits; this form supplements those requirements and does not replace them.

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## 5. How to cancel

How the Customer cancels (phone, email, portal or in person): _____

Notice needed before the next charge (days): _____

The Customer may cancel this authorization at any time by giving notice in the way stated above. Once the Business receives the notice, it stops charging after the next scheduled charge, or sooner if the notice arrives at least the stated number of days before that charge or the Business agrees to stop sooner. Cancelling this authorization ends the charges; it does not by itself cancel a separate agreement for the service, and any balance already owed is still due.

## 6. Changes to the amount

Days of written notice before a changed amount takes effect: _____

If the amount of a charge is going to change, the Business gives the Customer written notice to the email above at least the stated number of days before the first charge at the new amount. The Customer may cancel before that charge under section 5 if they do not accept the change. A charge at a different amount without that notice is not authorized, except for the tax adjustments in section 3.

## 7. Declined or returned payments

If a charge is declined or returned, the Business may try it again within the following ten days and may add a declined payment fee, never more than the law of the governing state allows. The Business may pause the service until the charge is made good. The Customer updates the payment method with the Business's processor when a card expires or an account closes.

## 8. Receipts and records

The Business sends an electronic receipt for each charge to the email above and keeps this signed authorization for as long as the charges continue and for a reasonable time after. The Customer may ask for a copy of this authorization at any time and the Business provides it.

## 9. Governing state and other terms

Governing state: _____

This authorization is governed by the law of the governing state above. It is a record of the Customer's permission to charge, kept alongside any separate agreement for the service; where the two conflict about charges, this authorization controls. Changes must be in writing, and a new amount or schedule is recorded either on a new authorization or by the notice described in section 6.

- [ ] Customer authorizes the recurring charges described above
- [ ] Customer confirms they know how to cancel this authorization

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## Signatures

### Customer

| Signature | Date | Printed name |
| --- | --- | --- |

### Business

| Signature | Date | Printed name |
| --- | --- | --- |

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