

# AUTOMATIC PAYMENT AUTHORIZATION FORM

Schedule your payment to be automatically charged to your Visa, MasterCard, American Express or Discover Card. Just complete, sign and return this form to [accounting@opentiersystems.com](mailto:accounting@opentiersystems.com)!

## QUESTIONS?

For help regarding Automatic Payments, email [accounting@opentiersystems.com](mailto:accounting@opentiersystems.com)

### HERE'S HOW AUTOMATIC CREDIT CARD PAYMENTS WORK:

At the beginning of each month, you will receive an invoice. You authorize regularly scheduled charges to your credit card. You will be charged the total amount of your open invoices on the 20th day of each month. A receipt for each payment will be emailed to you and the charge will appear on your statement as "OPEN TIER SYSTEMS." You agree that no prior notification will be provided.

Should your credit card charges be declined for any reason on the 20th day of the month, Open Tier Systems will attempt to charge your card again within a ten (10) day period. If payment in full is not made within this ten (10) day period, Open Tier Systems will assess a late processing fee in the amount of three percent (3%) of the total invoices due.

### AUTOMATIC CREDIT CARD PAYMENTS WILL MAKE YOUR LIFE EASIER!

- ✓ It's CONVENIENT (saving you time and postage)
- ✓ Your payment is always ON TIME (even if you're out of town), eliminating late charges
- ✓ You will (probably) get POINTS and or CASH BACK for using your credit card

## CREDIT CARD INFORMATION

I authorize Open Tier Systems, LLC to charge my credit card indicated below on or after the 20<sup>th</sup> day of each month for payment of open invoices.

NAME ON CARD

CREDIT CARD NUMBER

EXPIRATION DATE (MM/YY)

CARD VERIFICATION CODE

SIGNATURE

**OpenTier**  
SYSTEMS

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