

# Credit Card Authorization Form

Please fax this completed form to (225) 273-1026

**One Time Use Authorization:** I hereby authorize Wahaya/Incetera to charge the indicated credit card the current balance due. This is a one-time charge authorization. I am NOT authorizing Wahaya/Incetera to setup my account within a recurring billing system – rather, I prefer to pay by check or money order on all future invoices. I wish Wahaya/Incetera to charge any balances to my credit card in the future, I will need to submit another authorization form at that time or choose the selection below. I understand that a monthly billing cycle for payment by check or money order is not available, and must be paid either Bi-Annually or Annually.

**Recurring Payment Authorization:** I hereby authorize Wahaya/Incetera to charge the indicated credit card for all services fees, as currently applies for all account services I requested at the time of account signup. I agree that this is a periodic charge that will be made according to my selected billing cycle and that to terminate the recurring billing process I must cancel in writing.

Selected billing cycle:    Monthly    Quarterly    Bi-Annually    Annually

THIS CARD IS A:    VISA    MASTERCARD    DISCOVER

NAME AS IT APPEARS ON CARD:

BILLING ADDRESS:

CREDIT CARD NUMBER:

CITY/STATE:

EXPIRATION DATE:

CVV:

ZIP CODE:

AUTHORIZED AMOUNT:

**Authorization:**

I agree that I will not dispute any charges from Wahaya/Incetera unless I have already attempted to rectify the situation directly with Wahaya/Incetera and those attempts have failed. I authorize Wahaya/Incetera and their sponsoring agency to run an address verification search. This verification process is a security measure to protect me, the client, from illegal fraud against my credit card. I guarantee and warrant that I am the legal cardholder for this credit card, and that I am legally authorized to enter into this one time or recurring billing agreement with Wahaya/Incetera. I also agree, that if necessary, Wahaya/Incetera may initiate credit adjustments for any charges made in error.

I agree that this if the monthly amount initially charged under a recurring agreement contract changes, due to the addition or change of services to provided, Wahaya/Incetera will provide a written notification of the new amount at least 24 hours prior to the first scheduled transaction date for that new amount. I also understand that if this is a Recurring Payment Authorization, that it will remain in full force and effect until Wahaya/Incetera has received written notification from me of termination of this service in such time and in such manner as to afford Wahaya/Incetera and other applicable third parties a reasonable opportunity to act upon it. Written notice may be provided either to the address below or via email to [service@Wahaya/Incetera.com](mailto:service@Wahaya/Incetera.com).

I agree to the terms and conditions set forth in the Wahaya/Incetera Terms of Service available at [www.Wahaya/Incetera.com](http://www.Wahaya/Incetera.com), and I understand that I will forfeit any service fees paid to date if my account is terminated as a result of a Terms of Services violation. I understand that Wahaya/Incetera will not mail me any invoices or bills for recurring services. I agree that any credits issued by Wahaya/Incetera for any reason will not be refunded to my credit card, but instead deducted from my next bill.

PRINTED NAME:

DATE:

SIGNATURE:

If you need more information concerning a transaction on your statement, please send a certified letter to: WAHAYA/INCETERA / 543 VOORHIES DRIVE / BATON ROUGE, LA 70815. Please provide your name, account number, telephone number and a brief explanation of the problem. We will make any necessary adjustments to your account within 7 days. After 30 days all charges will be assumed correct. You may telephone us at (225) 273-1206 or fax us at (225) 273-1026 but doing so will not reserve your rights.