



## Payment Authorization Form

### CARDHOLDER INFORMATION:

Card Holder's Name\*: \_\_\_\_\_  
Company Name\*: \_\_\_\_\_  
Company Account #\*: \_\_\_\_\_  
Billing Street Address\*: \_\_\_\_\_  
Billing Street Address (cont.): \_\_\_\_\_  
City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Postal Code\*: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone Number\*: ( ) \_\_\_\_\_ - \_\_\_\_\_

### PAYMENT INFORMATION\*:

Credit Card Type: ☐ Master Card ☐ Visa ☐ American Express ☐ Discover Card ☐ Virtual Check

### CREDIT CARD INFORMATION\*:

Credit Card Number: \_\_\_\_\_  
Expiration Month: \_\_\_\_\_ Expiration Year: \_\_\_\_\_  
CVV: \_\_\_\_\_

### BANK (VIRTUAL CHECK) INFORMATION\*:

Name on Account: \_\_\_\_\_  
Name of Bank: \_\_\_\_\_  
ABA Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

### PAYMENT FREQUENCY\*:

☐ Auto Pay (charge card each month)

*By checking this box, I authorize and direct Kirbo's Office Systems, LLC. To charge the credit / bank account that I have provided for all RECURRING, ONE-TIME, and Other charges. I understand that all RECURRING charges will be charged to my credit card on the 1st of every month and ONE-TIME/Other charges will be charged to my credit card as they become due. I agree to not dispute the payment with my Credit Card Company or bank so long as the transaction(s) corresponds to the applicable agreements and ordering documents in effect with Kirbo's Office Systems, and the billing frequency referenced therein. Failure of Kirbo's Office Systems to receive payment shall not relieve the payment obligations in my agreement(s) in effect with Kirbo's Office Systems. I represent that I have the legal authority to bind the entity on whose behalf I am making the foregoing authorizations, agreements and acknowledgements.*

☐ Single Payment Amount: \$ \_\_\_\_\_ Kirbo's Office Systems Invoice #: \_\_\_\_\_

Authorized Signature\*: \_\_\_\_\_ Date\*: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please sign and complete then email to [accounting@kirbos.com](mailto:accounting@kirbos.com) or Fax to 325-643-1358. Should you have any questions please contact us at 1-800-653-3383. **\*Please fill out ALL required information!**