



CREDIT CARD AUTHORIZATION FORM

FOR AUTO PAYMENT AND ONE-TIME PAYMENT AUTHORIZATIONS

Firm Name: _____ (hereinafter "FIRM")

CIN Legal Account #: _____

Email Address (For Payment Receipt): _____

I, the Cardholder, hereby authorize CIN Legal Data Services, a CINGroup company, hereinafter called COMPANY, to charge the credit card listed below (please select one of the following two options):

Once monthly to initiate automated monthly credit card transactions for payment of services rendered to FIRM.

I understand that monthly credit card transactions will be transacted in accordance with the following written instructions:

- Whenever the date selected for payment below falls on a day that is not a business day, COMPANY will process the payment on the next business day.
- FIRM will continue to receive a monthly statement and invoice from COMPANY.
- The invoice remittance phrase will state "THE BALANCE DUE WILL BE CHARGED TO THE CREDIT CARD ON FILE".
- Upon successful execution of each monthly credit card transaction, COMPANY will send a payment confirmation receipt to the email address on file for FIRM's account.

- OR -

One time only for the specific payment amount of \$ _____.

Name of Cardholder (Please Print): _____

Cardholder's Telephone Number: _____

Mailing Address for Credit Card: _____

City: _____ State: _____ Zip Code: _____

Type of Credit Card: () Visa () MasterCard () Discover () American Express

Credit Card Number: _____ Expiration Date: ____ / ____

CVV Code (3 digit code located on the back on the credit card): _____

Payment Date (For Automatic Monthly Payments Only): ____ 10th ____ 15th ____ 20th ____ 25th

Signature of Cardholder: _____ Date: ____ / ____ / ____

PLEASE FAX THE COMPLETED FORM TO 800.947.1003 OR EMAIL* IT TO ACCOUNTING@CINLEGAL.COM.

***PLEASE BE ADVISED:** Unencrypted email is *not* a secure form of communication and CIN strongly discourages Cardholders from returning the Form by email. Should Cardholder choose to email the Form despite this warning, he/she agrees to hold CIN harmless for any and all liability arising out of the Cardholder's use of unencrypted email for delivery of this Form.