UNIVERSITY of GUELPH
LABORATORY SERVICES
Animal Health Laboratory

Accounts Receivable ph: 519 823-1268 ext 57207
fax: 519 767-6214

Credit card payment processing program

In order to comply with our audit and privacy regulations, we now require the following information/authorization in order to continue with your automatic credit card payments. Completion and return of this information to us will indicate your approval for Laboratory Services to apply monthly payments to your account using this credit card information.

Once completed, please return to us via fax to 519 767-6214 (Accounts Receivable).
In order to avoid interruption of this service, please respond as soon as possible.

Are you a (check one): ___Veterinarian-client ___Owner-client

Client name: _____

Address (as it appears on your credit card statement):_____

_____

Telephone #: _____ Fax #: _____

If Owner-client, you MUST provide a veterinarian as primary contact.

Clinic/Vet's name : _____

Client number(s): _____

Card type (check one): VISA _____ MasterCard _____

Credit card number: _____

Expiry date: ____/____ Today's date: _____
mm yy

Cardholder's name (as it appears on your card): _____

Cardholder's signature: _____

Should you have any questions regarding this program or on any of your invoices or statements, please feel free to contact Accounts Receivable at 519 823-1268 ext 57207.

Your credit card information will be kept in a secure file and be used each month (only by Accounts Receivable), unless you notify us of a change. It is your responsibility to notify us when the card number and/or expiration date changes. Your credit card receipt will be included with your monthly statement within the first week following month end, except when giving a deposit, at which time you will receive the receipt immediately.

If this form is to be used for a deposit on an Owner-client paid postmortem, please forward to the AHL along with the submission to the AHL Specimen room - or fax to 519 827-0961.

This communication is intended for the use of the recipient to which is it addressed, and may contain confidential, personal and/or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.