



Since 1967

Healdsburg Community Nursery School Inc.  
Lyn Rutherford, Director  
444 First St  
Healdsburg, CA 95448  
707-433-1817  
License # 490102334

## HCNS Recurring Credit Card Charge Authorization Form

I, we hereby authorize Healdsburg Community Nursery School (HCNS) to make recurring charges to my credit card listed below, and if necessary, initiate adjustments for any transactions credited /debited in error. We will make our best effort to process all recurring charges on the 1<sup>st</sup> business day of the month of the school year (August through June). This authority will remain in effect until HCNS is notified by me (us) in writing to cancel or modify authorization form at least three business days before the 1<sup>st</sup> business day of the month.

Please mail or hand in this form to:      Healdsburg Community Nursery School  
  
Atten: Lyn Rutherford  
  
444 First Street,      Healdsburg CA 95448

Name – PLEASE PRINT EXACTLY AS IT APPEARS ON CREDIT CARD

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Address - PLEASE PRINT

Phone Number – PLEASE PRINT

Please Circle Card Type:      Visa      MasterCard

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVC/CVV(3 or 4 digit) \_\_\_\_\_

Charge Amount \$ \_\_\_\_\_

Frequency: Monthly

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Signature

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Effective Date

If you have questions about any HCNS charges on your credit card, please contact Lyn Rutherford (707) 433 1817. If you feel you have been billed by HCNS in error, HCNS will work with you to fix the situation. Please do not dispute any HCNS charges with your credit card company as HCNS will be charged a \$35 non-refundable fee. HCNS will manually refund all incorrect HCNS credit card charges immediately