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Whenever you are taking payment by credit card and the card isn't present, there is some degree of risk. It allows business owners — with permission from their customers — to securely store payment information with Square. Let's say you are a restaurant that caters lunch for a local office every other week. A credit card authorization form doesn't have to be a complicated document. You don't have to go back and forth on which form of payment they want to use or ask customers to sign for the charge every time. Download the form in Word Download the form in PDF In addition to the card authorization template, we've create a suite of free contract templates that you can use for various aspects of your business. How should I store signed forms and for how long? Download the form in Word Download the form in PDF FAQ: Credit card authorization forms are a best practice for merchants. DOWNLOAD THE TEMPLATES NOW. If you have a signed document from the cardholder that gives you permission to charge their card for services rendered, your chances of winning your case with the card issuer are much more likely and less complicated. Chargebacks protect consumers from unauthorized transactions. Although it's not legally required, you should ask your lawyer when they would suggest using one. Related Articles Merchant Services 101: How to Choose Merchant Account Providers What Is a Chargeback? You can use a credit card authorization form to put a hold on a card until the equipment is returned. You can use these forms as-is or edit them to include your business's name and logo or specific language related to the use of the card. But chargebacks can cause major issues for businesses, in large part because disputed funds are held from the business until the card issuer decides what to do. PCI compliance standards require that all businesses that process credit card information "restrict physical access to cardholder data." e sure to keep cardholder data safe by storing completed forms in a secure room or filing cabinet, and restrict access only to employees who require it to fulfill their job duties. Yes, a credit card authorization form only grants you permission to charge the card specified in the form. And Do You Even Need One? But recurring billing isn't the only situation where the authorization form comes in handy. You might also use a credit card authorization form to take a deposit for the future purchase of goods, services, or incidentals. You can also store the completed forms in an encrypted, private client portal by using a secure file transfer app. What is a Chargeback? To safeguard against that risk — which includes chargebacks — you could ask your customer to sign a document that gives you permission to charge their card on an ongoing basis. If you'd like to manually input a payment, you'll need to request the CVV directly from the seller each time you input the card. The form does two things: It mitigates the risk of customers saying they were charged when they shouldn't have been, and it saves everyone a lot of time. To safeguard against that risk — which includes chargebacks — you might ask your customer to sign a document that gives you permission to charge their card on an ongoing basis. This comes in handy if you run any type of business that rents expensive equipment. You may want to talk to your lawyer about the type of language that your business should include on the form. If you send your client a copy, password protect the PDF and send it using a secure and encrypted email. Alternatively, if you use Square, you can store this card information through the Card on File feature (see above). Typically it contains: The cardholder's credit card information Card type Name on card Card number Expiration date The merchant's business information Cardholder's billing address Language authorizing the merchant to charge the customer's card on file Name and signature of the cardholder Date Download our templates to get started Square offers two free generic credit card authorization forms for download. This makes it easier to charge recurring customers online or in person through your POS, Square Invoices, or our eCommerce API. You don't have to go back and forth on which form of payment they want to use or have them sign for the charge every time. A credit card authorization form is signed by a cardholder to grant a merchant permission to charge their credit card. Credit card authorization forms are very useful for recurring transactions, whether those are recurring manually entered card-not-present transactions or recurring Card on File transactions. Sharing a PDF via e-mail however could create a vulnerability. If you take advantage of Square's Card on File feature, you don't have to manually input the CVV. PCI compliance standards require that all businesses that process credit card information "restrict physical access to cardholder data." Be sure to keep cardholder data safe by storing completed forms in a secure room or filing cabinet, and restrict access only to employees who require it to fulfill their job duties. You do not have to process payments with Square to use these templates. Learn about other ways to protect your business from chargebacks. The form is often used to give businesses the ongoing authority to charge the cardholder on a recurring basis — whether that's monthly, quarterly, or more sporadically. Related Articles Merchant Services 101: How to Choose Merchant Account Providers What Is a Payment Gateway? If you regularly bill customers remotely (by keying in card information), you can use Card on File to charge customers in the future without any additional action. Whenever you are taking payment by credit card and the card isn't present, there is some degree of risk. FAQ: Credit card authorization forms are a best practice for merchants. A credit card authorization form is a document, signed by a cardholder, that grants a merchant permission to charge their credit card for recurring payments during a period of time as written in that document. If you have an authorization form on file, you know that every time that office calls for a delivery, you can charge it to their card. If a customer gets a new card or if their card expires, you need to have them fill out and sign a new form for you to keep on file. A credit card authorization form is one way to protect yourself against chargebacks. Capture your best moments with our premium photo album templates. What Are ACH Payments And Should I Accept Them? And How Do You Prevent Them? They occur when a customer disputes a charge from your business and asks the card issuer to reverse it. What is Card on File? Chargebacks are also time consuming for businesses and involve a lot of paperwork. Because chargeback windows can vary, we suggest storing all signed authorization forms for up to two to three months after you stop charging the card on file. That document is called a credit card authorization form. It's a violation of PCI standards to record a customer's CVV, which is why there isn't a space for it.

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