



## ELECTRONIC PAYMENT COMMUNICATIONS DISCLOSURE

If you wish, you may pay fees electronically – through funds transfer or using a payment card / credit card -- using any of the following services:  
Clover Flex and Venmo.

### Clover Flex

Processed through Bank of America is a handheld, wireless payment processing device using an internet connection.

See the description below: [How It Works](#)

With TransArmor® Data Protection, every transaction is encrypted and tokenized to help protect card data in the event of a breach. The WiFi service at Inner Freedom is a completely private, passcode protected service provided by AT&T

With Clover, customers can use credit cards, debit cards, smart phones and other mobile devices equipped with radio-frequency identification (RFID), near field communication (NFC) or Magnetic Secure Transmission (MST) to make secure payments with just a tap against the card reader.

Clover accepts:

- Signature credit and debit cards
- PIN debit
- Apple Pay, Google Pay, Samsung Pay
- EMV® card reader (chip cards)
- Chip+PIN
- Magnetic swipe credit cards ....

### How It Works

- A cardholder swipes a card's magnetic stripe, inserts its chip into a terminal, or uses its chip to exchange data with a card reader.
- The merchant submits the transaction to a payment processor that sends the information to a payment network to verify the card details with the issuing bank.

- The payment processor relays the information it receives from the payment network to the merchant to complete the transaction or request another form of payment.
- The merchant batches and submits the transactions to the payment processor for settlement.

## Venmo

Venmo uses bank-grade security and encryption to ensure the safety of their customer's accounts. It must be noted that Venmo cannot be liable for payments made to the wrong person.

Therefore, if clients use Venmo and mistakenly submit payment to the wrong person and are unable to recover the loss, clients are still responsible for paying any outstanding balance at Inner Freedom.

10 Tips for Keeping Your Venmo Account Safe, Secure, and Private:

1. Use a Password Generator. ...
2. Turn Off Default Public Settings. ...
3. Enable Two-Factor Authentication. ...
4. Add a PIN Code to the App. ...
5. Secure Your Phone With a Lock Screen. .

I have a duty to uphold confidentiality, and thus I wish to make sure that your use of the above payment services is done as securely and privately as possible.

After using any of the above services to pay your fees, that service may send you receipts for payment by email or text message. These receipts will include the business name, Inner Freedom, which might indicate you have paid for a therapy session.

It is possible the receipt may be sent automatically, without first asking if you wish to receive the receipt. We are unable to control this in many cases, and we may not be able to control which email address or phone number your receipt is sent to.

So before using one of the above services to pay for your session(s), please think about these questions:

- At which email address or phone numbers have I received these kinds of receipts before?

- Are any of those addresses or phone numbers provided by my employer or school? If so, the employer or school will most likely be able to view the receipts that are sent to you.
- Are there any other parties with access to these addresses or phone numbers that should not be seeing these receipts? Would there be any danger if such a person discovered them?

In addition to these possible emails or text messages, payments made by credit card will appear on your credit card statement as being made to **Inner Freedom**.

Please consider who might have access to your statements before making payments by credit card.

Currently, I am not accepting PayPal due to lingering issues with clients protected health information (PHI). As soon as I am able to work out these issues, I will be accepting payment from PayPal. If this is a concern, please let me know and I will keep you updated on my progress.

Please Sign: A) I received a copy of this disclosure \_\_\_\_\_

B) I declined a copy of this disclosure \_\_\_\_\_

\_\_\_\_\_  
Client Printed Name

\_\_\_\_\_  
Date