



Planned Living Assistance Network of Central Texas

PLANCTX envisions all people living mentally healthy lives. PLANCTX offers an array of customized services designed to enhance the lives of individuals and families facing mental health challenges.

PLANCTX, Inc. Services Agreement for Payment of Fees

PLANCTX, Inc. is a non-profit 501(c)(3) organization providing fee-based services to individuals experiencing health challenges to assist in their overall wellness. The agreement below specifies the terms under which PLANCTX, Inc. will offer services according to the most up-to-date hourly fee schedule (example: care management \$85, peer support \$35, counseling \$150, group \$15-\$25). *Late cancellations and no shows for individual sessions will be charged the hourly fee.*

Identify a monetary monthly “cap” based the number of services desired, mileage, and travel time and/or what you are able to pay each month. Mileage is charged at the current federal rate when staff go to the client and/or take to appointments, socials, other services, etc. It will be calculated from: 4110 Guadalupe St. Bldg. 781, Ste. 410 Austin, TX 78751 to the point of services and back. Travel time is calculated at the rate of the desired service. *You may change the monthly cap limit at any time, but only in writing by updating, signing, and submitting to PLANCTX.*

In addition to the monthly cap, we will bill you for any out of pocket expenses such as, but not limited to social outing expenses, parking, postage, printing and copying, investigation expenses, and payments made to third parties on your behalf. We may also bill you for time associated with text and email communications that go beyond the “normal” scope of communication.

Payment for the service hour is due at the time of the appointment. Invoices for mileage and other services will be emailed. Late fees may incur if timely payments are not made. Continued non-payment will result in termination of services and may result in a report to the three national credit bureaus for non-payment, plus the account being moved into legal collections.

We accept checks, money orders, and debit/credit cards (Master Card, VISA, Discover and American Express). Checks and money orders may be mailed. Debit or credit card payments may be securely paid via PayPal at <https://planctx.org/services-costs/pay-for-services/>

If you agree to the terms outlined above, please complete the following including signing and dating this form, and submitting by email (info@planctx.org) or by mail.

Payor Information

Name: _____
 Street Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email Address: _____

Client Information

Name: _____
 Street Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email Address: _____

My current monthly “cap” (maximum) of what I am able to pay to PLANCTX for all services rendered each month is: \$_____. **Additionally, my current monthly “cap” (maximum) for mileage is: \$_____.**
To change this amount at any time, I understand I must send an updated copy of this form to PLANCTX, Inc. via email (info@planctx.org) or mail to: PO Box 4755, Austin, TX 78765-4755.

AGREED the _____ day of _____, 20_____.

(Payor’s Signature)