

Invoices

We generate invoices on the 3rd of each month for appointments booked during the previous month. The invoice will be available in the Reporting Section. Select the Account View radio button, and then select the report labeled Account. Here you will see a list of any invoices and payments made. On the 3rd of each month, you will be emailed your invoice.

Can I pay by Credit Card?

To pay by credit card, please see the instructions below:

- Select Client Login from our home page (www.pickatime.com) and log in with your email address and password. This must be an administrative email address
- You will immediately be in the Reports section of the site.
- Check the circle next to Account View.
- Then select Account from the Report pull-down.
- You will then see a list of your invoices and payments.
- Click on an invoice # to see the details of the invoice. You can pay by credit card using the Stripe checkout option

Payment Details for Wire Transfers

Beneficiary Information

- **Beneficiary:** PickATime
- **Beneficiary Address:** 17307 NE 13th Place, Bellevue, WA 98008

Banking Information

- **Bank:** Bank of America
- **Bank Address:** 15600 NE 8th St STE A9, Bellevue, WA 98008
- **Account Type:** Checking
- **Account #:** 16436313
- **Routing #:** 125000024
- **SWIFT code:** BOFAUS3N

Revision #1

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