**CREDIT CARD PAYMENT**

**AUTHORIZATION FORM**

[Fax Completed Form To]

[Attn]

[Date]

**HOTEL USE ONLY**

[Guest / Group ]

[Name ]

[Check-In / Event Date]

[Name Of Person/Group Making Reservation ]

[Phone]

[Authorized Amount ]

[Approval Code ]

[Date]

**CARDHOLDER**

[Cardholder Name As It Appears On Credit Card]

[Cardholder Billing Address]

[City]

[State]

[Zip]

[Daytime /Business Telephone]

[Evening Telephone]

[Credit Card Number]

[Expiration Date]

**CREDIT CARD TYPE** (Check one)

Visa

MasterCard

American Express

Discover

JCB

Diners Club

Credit Card Issuing Bank Name

Bank Security Number (from back of your credit card)

I agree to cover the following categories of charges (Please check)

All Charges

Room & Tax

Food & Beverage

Retail

Recreation

I agree to cover the above categories of charges up to a Maximum Amount of $

Amount to be immediately charged to credit card for room and taxes or deposit $

Final Balance Billed to Credit Card (hotel use only) $

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the “Maximum Amount” indicated above. You further acknowledge that if “all charges” has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of checkout or event conclusion.

**[CARDHOLDER ]**

**[SIGNATURE]**

**[DATE]**