|  |  |
| --- | --- |
|  | Hotel Name 123 Park Avenue, Michigan 69789 MI  Phone: 123-456-7899, Fax: 123-123-4567 |

## Credit Card Authorization Form

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby authorize the use of my credit card as the method of payment to cover the following charges as stated below:

 Guest room and taxes for each night.

 All charges including guest room, applicable taxes, meals, phone charges, and any other incidental charges for each night.

 All banquet room charges including food & beverage charges, where applicable, for each day.

For the reservation of Confirmation Number

Arriving on Number of Nights

Type of Credit Card: Visa  MasterCard  American Express

* Discover  JCB  Diners Club

Credit Card Number Expiration Date

Name of Cardholder E-mail Address and Phone

Cardholder Signature Date

This Authorization Form is not valid without a photocopy of the front and back of the credit card.

|  |  |
| --- | --- |
| *front of the credit card* | *back of the credit card* |

**Copyright information - Please read**

© This [**Free Microsoft Office Template**](http://www.hloom.com/more/) is the copyright of Hloom.com. You can download and modify this template for your own personal use. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before customizing the template.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/>. For any questions relating to the use of this template please email us - [info@hloom.com](mailto:info@hloom.com)