



Credit Card Authorization Form

In order to protect our customers from unauthorized usage of their credit cards, if you would like us to bill charges to a credit card not physically presented to us at check in, please fill out the following and fax this form back (614) 416-8444. This form must be filled out in its entirety in order for us to bill a credit card not physically presented.

Name of guest _____

Date of Arrival _____ Date of Departure _____

Confirmation number _____

I authorize **ONLY** the following amount to be billed.

Amount: \$ _____

I authorize the following charges to be billed.

Please check all that apply. Failure to indicate which charges, will result in a default of **ALL CHARGES.**

ALL CHARGES

OR

Room & Tax **ONLY**

Phone

Meals

Valet Parking

Movies

Valet Laundry

Bar / Lounge

Other (Specify)

Banquet/ Meeting Room

Catering

Fax / Copy

TAX EXEMPT STATUS

You must attach a completed copy of your Tax Exempt Certificate, or we are required by law to charge tax. To be eligible for tax exempt, the tax-exempt organization must directly pay the hotel for the room.

CARD TYPE

American Express

Discover Card

Visa

Mastercard

Diners Club

Carte Blanche

CARD NUMBER _____

EXPIRATION DATE _____

PRINT CARDHOLDER NAME _____
(THIS IS THE NAME PRINTED ON THE CARD)

AUTHORIZED SIGNATURE _____

CONTACT PHONE NUMBER _____