

# 3RD PARTY CREDIT CARD AUTHORISATION FORM

To avoid disputes of charges and / or fraudulent misuse of a Credit Card, Banks and other Credit Card Issuers require us to prove that the use of a card has been authorised and approved by the card holder and that at the time such approval is given, the card is in possession of the card holder.

Please provide all the information requested below to ensure prompt processing of your application. We ask you to sign and date the form before submission.

Accompanying this completed document you must include a legible photocopy of:

- Front of Credit Card
- Back of card showing signature
- Valid ID including 1 of the following: Drivers License, Passport, Provincial/State I.D

**Please send this form to the property at least 24 hours prior to guest arrival to ensure that the request is processed.**

<b>Guest Name:</b>			
<b>Hotel Name:</b>			
<b>Check In Date:</b>		<b>Check Out Date:</b>	
<b>Reason for Stay:</b>	Business <input type="checkbox"/>	Leisure <input type="checkbox"/>	Group <input type="checkbox"/>
<b>Name on Card:</b>			
<b>Billing Address:</b>			
			<b>Post Code:</b>
<b>Phone Number:</b>			
<b>Card Number:</b>		<b>Expiry:</b>	<b>CVV:</b>
<b>Accepted Cards:</b> Visa   Mastercard			
<b>Authorise Payment For:</b>	All <input type="checkbox"/>	Room Charge <input type="checkbox"/>	Food & Drink <input type="checkbox"/> Parking <input type="checkbox"/>
<p>I certify that all information is complete and accurate. I hereby authorise the hotel mentioned above to collect payment for all charges as indicated in the Approved Charges section of this form by processing a charge to the credit/debit card listed above.</p> <p>I am an authorized user of this credit card and that I will not dispute the payment with my credit card company so long as the transaction corresponds to this authorization form.</p>			
<b>Cardholder Signature:</b>			<b>Date:</b>

**In supplying your credit card for accommodation you are acknowledging financial responsibility for incidentals including, but not limited to room damages. The cardholder agrees to pay for any extraordinary costs for repair, replacement or cleaning of the guest's room.**