

## CREDIT CARD AUTHORIZATION FORM

### GROUP/GUEST INFORMATION

Company/Group/Guest Name: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Group Dates: \_\_\_\_\_

### CREDIT CARD INFORMATION

\_\_\_ AMERICAN EXPRESS    \_\_\_ MASTERCARD    \_\_\_ VISA    \_\_\_ CARTE BLANCHE

\_\_\_ DINER'S CLUB    \_\_\_ DISCOVER

Last four digits of the Credit Card Number: xxx-xxxx-xxxx-

Expiration Date: \_\_\_\_\_

A representative from accounting will call to verify the rest of the information.

### BILLING INFORMATION OF CARD HOLDER

NAME OF CARD HOLDER: \_\_\_\_\_

(PLEASE PRINT)

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Please designate if card is to be used for:

Deposit	_____
Final Balance	_____

(Check the one that applies)

AMOUNT TO BE CHARGED:        \$ \_\_\_\_\_

### SIGNATURE/ACKNOWLEDGMENT

By signing, I hereby authorize Town & Country Hotel to charge the credit and/or debit card listed above

CARDHOLDER SIGNATURE: \_\_\_\_\_