Credit Card Authorization Form

For a stay paid by someone who is not at the front desk. Return it to the hotel by hand, fax or post — never by e-mail with the card number written in.

HOTEL

Hotel name _____

Address _____

Phone _____

RESERVATION

Confirmation number _____

Guest name(s) _____

Arrival date _____

Departure date _____

Number of rooms _____

CHARGES AUTHORIZED

Charge to this card ☐ Room and tax ☐ Incidentals ☐ Parking ☐ Other

Other (describe) _____

Maximum amount authorized ($) _____

CARDHOLDER

Name on card _____

Company (if any) _____

Billing address _____

City, state, ZIP _____

Phone _____

E-mail _____

CARD

Card type

☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

Card number _____

Expiration date (MM/YY) _____

I authorize the hotel named above to charge the card above for the charges marked, up to the maximum amount stated, for the reservation above: at check-in, during the stay and at check-out, and under the hotel's cancellation and no-show policy, which I have been given and agree applies to this reservation. The guest named above will show photo ID at check-in.

_____ _____

Cardholder signature Date

FOR HOTEL USE

Received by _____ Date received _____

Card entered in the PMS by _____ Form destroyed on (date) _____

- This form does not ask for the card security code (CVV): it must not be kept after the card is authorized.
- Do not attach a copy of the card. Enter the card in the PMS, then shred this form.
- Never send or accept a card number by e-mail, text or chat.
- From guestlogic.ai/templates/hotel-credit-card-authorization-form. Free to copy and use. Guest Logic LLC.