



Colorado Springs, CO

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests will be rejected. This form must be received at least 5 days prior to Check-In or by specified date in Event Contract. The following is also required:

- Include a copy of the **cardholder's driver's license**; this is required for validation.
- Name and Billing Address on the ID must match the Credit Card.
- **Do not email this form.**
- Fax Form to: **719-599-9657** Attention: Guest Services
- Form is only valid for guests with billing addresses in the U.S.

CARDHOLDER - Please complete the following section and sign/date below.

Guest / Group Name:	
Check-In / Event Date:	Confirmation / Event Number:
Name of Person Making Reservation:	Phone:
Cardholder Name as it Appears on Credit Card:	
Credit Card Billing Address:	
Last Four Digits of Credit Card:	Expiration Date:
Credit Card Type: (Circle one)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover
Credit Card Issuing Bank Name:	Bank Phone Number (from back of your credit card):
Is this card linked to a checking/Debit account? (Please circle one)	<input type="checkbox"/> YES <input type="checkbox"/> NO

I agree to cover the following categories of charges:	
Room & Tax (including deposit)	\$ _____
Other Expenses	\$ _____
Total Amount	\$ _____

By signing below, you authorize the hotel to charge your credit card up to the "Maximum Amount" indicated above.

Cardholder Signature: _____ Date: _____

HOTEL USE ONLY ***Date Received By Hotel:*** _____

Deposit to be immediately charged for room/tax or group event:		
Authorized Amount:	Approval Code:	Date:
Credit Card Security Check with Bank Complete (Signature) :		