CREDIT CARD AUTHORIZATION FORM

Hotel: _____

Individual/Business/Group or Event Name: _____

Reservation Confirmation Number: _____

Arrival or Event Date(s): _____

Credit Card Billing Address: _____

City / State / Zip / Country / Region: _____

Contact Phone Number: _____ **Contact Email Address:** _____

* A valid telephone number and email are required as we will need to contact you to confirm receipt. If we are unable to do so, your reservation will be subject to cancellation.

I hereby authorize the following charges to be applied to the following credit card. Check all that apply:

☐ Room & All Applicable Taxes   ☐ Gift Certificate   ☐ All Stay Charges

☐ Food & Beverage   ☐ Only Specific Incidentals   ☐ All Banquet Charges   ☐ Guest Amenity

☐ All Incidentals   ☐ Resort Services Fee   ☐ Parking   ☐ Other - see comments

I hereby authorize the following amount be applied to the credit card (applicable sales tax and service charges may apply): _____

*In Australia: An additional service fee will apply to the total stay account when paying by Credit Card upon Departure. Refer to the hotel's website for more details

Comments: _____

* The credit card listed below may be billed for the estimated charges Ten (10) days prior to event/reservation date.
* Room and tax on individual bookings will be charged 72 hours in advance.

Credit Card Number: _____ **Name on Card:** _____

Expiration Date: _____ **Cardholder Phone #:** _____

Signature of Card Holder: _____ **Current Date:** _____

* Hotel reserves the right to refuse a credit card authorization as a valid method of payment for same day bookings or authorization forms received on day of arrival.

☐ By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at privacy.hyatt.com

Please fax this completed form to:

Hotel Fax #: _____

For a list of all hotels and their contact information, please visit: https://www.hyatt.com/explore-hotels

All information is kept confidential and used only for the purposes as noted above.

Download the form to your device. Select the hotel from the drop-down to auto-fill the hotel name and associated fax number.