



EMBASSY SUITES HOTEL®

Huntsville, AL
800 Monroe Street, Huntsville, AL 35801
256-539-7373

CREDIT CARD PAYMENT AUTHORIZATION FORM

Please complete all areas below and submit the signed and dated form to the FAX number listed below.

Do not send the completed form by Email.

This form must be received at least five (5) days prior to Check-in, or by the data specified within the event contract, to ensure that the credit card is accepted and approved.

Please Fax the completed form to: (256) 327-7897

Attention: Accounting Department

Guest / Group Name (please print):
Confirmation number:
Check-In/ Event Date:
Name of Person/Group making reservation:
Phone:
Cardholder Name as it appears on Credit Card:
(Attach copy of Cardholder driver's license)
Cardholder Billing Address:
City:
State:
Zip:
Daytime/Business Phone:
Evening Phone:
E-mail address:

Credit Card Type: (Circle One)
Visa Mastercard American Express Discover JCB Diners Club
Credit Card Number:
Expiration Date:
Credit Card Issuing Bank Name:
Bank Phone No.:
I agree to cover and pay for the following categories of charges: (please circle all that apply)
All Charges Room/Tax/Parking Food Beverage Phone Movies Gift Shop Spa
Laundry Shipping/FedEx Meeting Room AV Catering Other:

Direct Bill Accounts Only:
Name on Invoice/Statement:
Date on Invoice/Statement:
Invoice/Statement Number:
Authorized Amount: \$

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of Check-Out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$

Final Balance Billed to the Credit Card (hotel use only): \$

By signing below, you irrevocably authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" listed above. You further acknowledge that if "all charges" have been selected, all guest and related charges (less deposit) will be charged to the above card number at the time of Check-out or event conclusion.

\*Cardholder Signature: \*Date:

Hotel Use Only
Authorized amount: \$
Approval Code:
Date: