# CREDIT CARD AUTHORIZATION FORM

**Hotel:**

**Hyatt Place and HYATT house properties do not accept this form, please inquire with those properties directly regarding credit card authorization options.*

**Individual/Business/Group or Event Name:**

**Reservation Confirmation Number:**

**Arrival or Event Date(s):**

**Credit Card Billing Address:**

**City / State / Zip / Country:**

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

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

- ☐ Room & Tax
- ☐ Only Specific Incidentals
- ☐ Gift Certificate
- ☐ All Stay Charges
- ☐ Food & Beverage
- ☐ All Banquet Charges
- ☐ Guest Amenity
- ☐ Other - see comments
- ☐ All Incidentals
- ☐ Resort Services Fee
- ☐ Parking

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

** A service charge of 1.5% will be applied when using this form for Hyatt hotels in Australia (excluding Park Hyatt Sydney)*

**Comments:**

**The credit card listed below may be billed for the estimated charges Ten (10) days prior to event/reservation date.**

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

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

**Signature of Card Holder:** _____ Current Date 5/15/14

☐ 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 #:**

**Please transmit this form at least 72 hours prior to your planned arrival in order to ensure your request is processed.**

For a list of all hotels and their contact information, please visit: http://www.hyatt.com/hyatt/site-map.jsp

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

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