

# CopperLeaf™

## Credit Card Authorization

This form has been created to allow you to have third-party expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your information.

For the protection of the cardholder's information, a representative of the hotel will call you for the remaining numbers of your credit card and to confirm charge approval.

Individual / Reservation / Group / name:

\_\_\_\_\_

Hotel reservation confirmation number: \_\_\_\_\_

Arrival / Group arrival date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Contact phone number: (         ) \_\_\_\_\_

Email for receipt: \_\_\_\_\_

I hereby authorize the following charges to be applied to my credit card below

- Hold to a reservation-card will be charged if guest does not show up for their confirmed reservation or cancels their reservations within 24 hours of arrival date (3:00pm the day before arrival).
- Room and tax only-guest will be required to present a valid credit card for incidental charges at arrival to hotel.
- Room, tax and all incidental charges.
- Incidental charges only.

I hereby authorize the following amount to be applied to the credit card below (applicable sales taxes and service charges may apply). Please adhere to the cancellation policy to avoid forfeiture of this deposit.

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ / \_\_\_\_\_

Security code: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Credit card billing address: \_\_\_\_\_

City / State / Zip code \_\_\_\_\_

By signing below, I authorize the CopperLeaf Hotel to charge my credit/debit card for the purchases indicated on this form. I understand that my credit card will be charged on the day of arrival. I understand that should there be any issues with the credit/debit card being used to settle the charges, I will be held personally responsible for all expenses incurred during the above dates. Departure date can not be extended without filling out another form. We highly discourage the use of debit cards, as your bank will immediately place a "hold" on the authorized amount of funds. These funds are no longer available for use from your bank account. Upon departure, any unused amount will be released from "hold" status at the discretion of your bank. The CopperLeaf Hotel will not be liable for any overdraft charges incurred as a result of the authorization.

Signature of card holder: \_\_\_\_\_

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**HOTEL USE**

Receptionists' name: \_\_\_\_\_