

THIRD PARTY CREDIT CARD AUTHORIZATION



I hereby authorize MERIT HOTEL & SUITES to charge to my credit card the following:

- | | | |
|---|--|---|
| <input type="checkbox"/> Room and Taxes | <input type="checkbox"/> Room, Taxes and Incidentals | <input type="checkbox"/> ALL CHARGES |
| <input type="checkbox"/> Long Distance Calls | <input type="checkbox"/> Airport Shuttle (up to 2 Trips) | <input type="checkbox"/> Laundry |
| <input type="checkbox"/> Pet Charges | <input type="checkbox"/> Underground Parking | |
| <input type="checkbox"/> Restaurant/ Lounge/ Room Service <input type="checkbox"/> Other charge: (Please print) _____ | | |

This authorization is for the following (please choose):

- The below-named guest(s) only:
Guest Name(s): _____ Dates of Stay: _____

- ALL guests booked by:
Company/Group Name: _____ Dates of Stay: _____

Below are my credit card details:

Card Holder: _____ Company: _____
Credit Card #: _____ Expiration Date: _____
Billing Address: _____
City: _____ Province: _____ Postal Code: _____
Email: _____ Phone: _____

Keep Authorization on File for Future Reservations? Yes or No

Please indicate how you would like to have a copy of the bill sent to you upon check-out:

- Give to Guest Fax _____ Email _____

I understand that my credit card will be charged should the guest not provide their own credit card upon check-in or cause damages to hotel property. If the guest does not arrive, the credit card will be used to charge a No-SHOW fee equal to one night's room and tax. All reservations are made to comply with 24 hour cancellation policy. Failure to provide cancellation notice on or before 3 pm the day prior to arrival will result in a charge equal to one night's room and tax. In addition, for all of the items un-checked above, your guest will be required to provide their own credit card to pay for the services.

Card Holder Signature: _____ Date: _____

***By submitting this form, I certify that I am the authorized signer of the credit card listed above.**

Send completed form by fax to (780) 714 9440 prior to guest arrival. Thank you.

