



Third Party Credit Card Authorization Form

Attachment A

Please complete all areas below. Incomplete requests will be rejected. Hotel reserves the right to decline to accept any card-not-present or third-party credit card transaction at its discretion. A copy of the front and back of the credit card and a copy of the cardholder's driver's license must be included with this request. Please note that we will be contacting your bank to verify that you are able to make these charges. If you are covering all charges a hold for the entire estimated charges may be placed on your account immediately. If you are covering just room & tax, your card may be charged immediately for the amount of the stay. If the authorization is limited to Room and Tax – the guest will still be required to present a credit card at check-in, establishing credit for incidental charges.

To be completed by Cardholder

Cardholder Name: _____
Credit Card Billing Address: _____
City: _____ State: _____ Zip: _____
Daytime Telephone: _____ Evening Telephone: _____
Card Number: _____ Expiration Date: _____
Security ID Code (the last three numbers from the signature strip on the back of the card): _____
Credit Card Issuing Bank: _____
Bank Phone Number (from back of your credit card): _____

I agree to cover the following charges for the names listed below: (Please circle)

Room & Tax Food & Beverage All Charges

Name	Arrival Date	Name	Arrival Date
1. _____	_____	2. _____	_____
3. _____	_____	4. _____	_____
5. _____	_____	6. _____	_____
7. _____	_____	8. _____	_____
9. _____	_____	10. _____	_____

Signature of Cardholder

Date

Please fax to: 612-677-1200 attn: Reservations/MOD

Please note: **A copy of the front and back of the credit card and a copy of the cardholder's driver's license must be included with this request.**