

## Third Party Credit Card Authorization Form

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. **I understand that the hotel is not required to accept this form and the guest should check with the hotel to ensure they accept third part transactions.** +44 207 499 63 63

Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to Kiran Nagra at +44 207 399 8065.

**FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards. However, we recommend that the credit card holder purchase a gift card for the guest (if possible) rather than send their credit card number via this third party form.**

### **CARDHOLDER INFORMATION – Required**

Name as it appears on the credit/debit card: \_\_\_\_\_

Card Type:     Visa             MC             Amex             Diners/CB     Discover     JCB

Account Type:     Individual -  Debit /  Credit             Corporate - Company Name: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternate Number: \_\_\_\_\_

### **GUEST INFORMATION - Required**

Guest Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternate Number: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Relation to Cardholder:     Relative             Friend             Business Associate     Other \_\_\_\_\_

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred during my stay. Departure date cannot be extended unless a new authorization form is completed.

Guest Name: (Printed) \_\_\_\_\_

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RATE INFORMATION AND APPROVED CHARGES - Required**

Room Rate:\* \_\_\_\_\_ Taxes:\* \_\_\_\_\_ Total Daily Rate:\* \_\_\_\_\_ Number of Nights: \_\_\_\_\_

\*(Rate and tax amount must be provided by a hotel representative in order to complete this form.)

All Charges             Room & Tax             Telephone (LD)             Telephone (Local)             Restaurant

Room Service             Valet/Laundry             Parking             HS Internet Access             Movies

Other \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Grosvenor House A JW Marriott Hotel to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. Charges must not exceed £\_\_\_\_\_ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above. I understand that my personal information submitted on this form will be processed, used, and transferred by the Marriott Group for the purposes of the contractual relationship, including transfer of the information to the United States or to countries that may have data protection rules different from the country in which I reside. For more information, please see our Global Privacy Statement ([www.marriott.com/about/privacy](http://www.marriott.com/about/privacy)).

Cardholder Name: (Printed) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please do not send a photocopy of the front or back of your credit card.**