



# Credit Card Authorization Form

This form authorizes a property to charge the below stated items to the credit card provided. Please fax this form to the property at least **72 hours prior to guest arrival** to ensure that the request is processed.

**Four Seasons Property:**

Group Name:

Arrival DateK   
MM/DD/YYYY

## CREDIT CARD AND BILLING INFORMATION

I hereby authorize the below charges, including applicable taxes, to be applied to the following credit card.

**Check all that apply:**

- |  |   |
|--|---|
| <input type="checkbox"/> All Charges       | <input type="checkbox"/> Gift Certificate     |
| <input type="checkbox"/> Room and Tax      | <input type="checkbox"/> Guest Amenity        |
| <input type="checkbox"/> Food and Beverage | <input type="checkbox"/> Parking              |
| <input type="checkbox"/> Incidentals       | <input type="checkbox"/> Other (see comments) |

**Comments / Amount authorized :**

**Credit Card:**  American Express  Visa  Mastercard  Discover  Diner's Club  JCB  UnionPay

**Credit Card #:**

**Expiration Date:**

MM/DD/YYYY

**Name on Card:**

**Address:**

**City:**

**State:**

**Zip:**

**Country:**

**Telephone:**

\_\_\_\_\_  
**Card Holder Signature**

\_\_\_\_\_  
**Date**

**Form Submitted by (Name/7 ca dUby):**

By submitting this form I confirm that I have the authority to do so and that I have read and agreed to the use of personal information that I am providing in accordance with [Four Seasons Privacy Policy](#).

**Please fax this completed form directly to the property. For a list of all properties and their fax numbers visit [http://www.fourseasons.com/meetings\\_and\\_events/worldwide\\_sales\\_office/](http://www.fourseasons.com/meetings_and_events/worldwide_sales_office/)**

*Note: Certain properties may require additional information to complete the credit card authorization process. If necessary, you will be contacted directly by the hotel or resort to provide the additional supporting documentation. For international hotels, the credit card's issuing bank may also charge an international service fee, which will be posted to the credit card statement and for which the hotel is not liable.*