



VISTA HOST  
CREDIT CARD AUTHORIZATION FORM



**\*\*CREDIT CARD AUTHORIZATIONS WILL NOT BE PROCESSED WITHOUT THE FOLLOWING DOCUMENTATION \*\***

- Completely filled out Authorization Form
- Clear copy of the card holder's valid picture ID
- Clear copy of the front of the credit card

Name of Property: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Credit Card: American Express      Visa      Mastercard      Diners      Discover      JCB

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

Payment for (name): \_\_\_\_\_

Dates of Stay/Event: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_

Other information: \_\_\_\_\_  
\_\_\_\_\_

- Describe Charges : (check all that apply)
- Room & Tax Only
  - Room, Tax, and Telephone
  - Room, Tax, and Parking
  - Room, Tax, and All Incidental Charges
  - Meeting Charges (inclusive of rental and food and beverage)
  - Other (please describe below)

Other Charges: \_\_\_\_\_  
\_\_\_\_\_

I hereby authorize this property/establishment to charge the above listed credit card for the indicated charges. I state and verify that I am a legal signer and/or the card holder for the listed credit card. By signing below, I agree to pay for the charges incurred by the person(s) and/or organization indicated above.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : \_\_\_\_\_