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**Credit Card Authorization  
To  
STAYBRIDGE SUITES – AUSTIN AIRPORT  
1611 Airport Commerce Dr.  
Austin, TX 78741**

Credit Card Authorization Form

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

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

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

Full Name on Credit Card: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Type of Credit Card: VISA / Master Card / Discover / JCB / AMEX

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

This card is authorized for: **(CHOOSE ONE\*)**

- **Guarantee Only:** This card is not authorized for charges but will guarantee/hold reservation. . Card will only be charged in the event that the reservation cancels after grace period and/or No-Show.
- **Room & Tax Only:** This card is authorized only for standard room & tax charges during the stay. [Guest must have own Credit Card or Cash Deposit at check-in for any incidentals]
- **All Charges:** This card is authorized for ALL charges, including any incidental charges that occur during the stay (damages, phone calls, etc)

Also: Make a legible copy (front and back) of the credit card and a copy of the driver license or legal picture ID of the authorized signer.

Note: Should any information above be missing, the authorization may be voided. Please make sure you have circled an option for the authorization charges \*, as well as filled out all other credit card and reservation requirements.

By completing and submitting this form, you authorize the Staybridge Austin Airport , to charge for the indicated room(s) or function. You further agree that any dispute will be resolved within 10 days of the arrival/check-in date. You understand that approval authorization may be made with the credit card company 72 hours prior to afore mentioned date.

*Review form and verify that it has been completed thoroughly before submission via Fax*