



DOUBLETREE
by Hilton™

MIAMI AIRPORT &
CONVENTION CENTER

EVENT/CONVENTION PAYMENT AUTHORIZATION

Dear Valued Guest:

Thank you for choosing the Doubletree Miami Airport & Convention Center for your banquet and/or guestroom accommodations

It is our understanding that you wish to pay the event as follows:

Title of Event/Group: _____

Date of Event/Group: _____

Sales /Catering Manager: _____

The method of Payment will be:

____ Credit Card

____ Tax Exempt #: _____

If payee does have a tax exempt #, it is important that the number is listed here, and a copy of the tax-exempt certificate included, or tax will be charged to the order. Check / Credit card must have the tax-exempt entity's name and match certificate.

In order to accomplish your request, we require the completion of the section below authorizing your approval.

Please fax this sheet back to the Accounting Department at (305-260-8967) at your earliest convenience.

I _____, hereby authorize **the Doubletree Miami Airport & Convention Center** to charge to my credit card account for the above event.

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. Date _____

CVC Code/Number (last three digits on the number on the back of the card) _____

Address:
(Where a statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Approval Signature: _____ Date: _____

Special Note: Please note we will require a legible copy of a picture ID to be returned with the form for signature verification.