



## **THIRD PARTY AUTHORISATION FORM TO AVOID DISPUTES OF CHARGES AND / OR FRAUDULENT MIS-USE OF A CREDIT CARD**

When a guest's accommodation and/or extras are being paid for by a third-party person or company, meaning the card used to make the payment will not be present at the time of check-in, a third-party authorisation form must be completed to avoid disputes of charges and fraudulent mis-use of credit/debit cards.

Banks and other credit card issuers require us to prove that the use of a card has been authorised and approved by the card holder and that at the time such approval is given, the card is in the possession of the card holder.

To satisfy this requirement please provide all the information requested on the below form to ensure prompt processing of your application. We ask you to sign before submission. **Do not send photocopy of the front or back of the credit / debit card with this form, as this is against regulations.**

Please fax the completed form to the hotel on 0161 476 3219.

**Please provide a form of identification with the above address to verify authorisation to charge. Acceptable forms are: Drivers licence or utilities bill with the same billing address for personal cards, or a letter of authorisation on company letterhead for corporate cards.**

We would like to thank you for your cooperation.

Management Team

The Wycliffe Hotel Ltd



Please print and fill in the form, sign it and return it to us by fax at 0161 476 3219. All fields must be completed.

Booking Reference		Full Name of Guest	
Arrival Date	Departure Date	N. of Guests	Total Cost of Accommodation
Type of Card <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express			
Debit/Credit Card Number			
Start Date	Expiry Date	CVC code	
Cardholder Name as shown on card		Company Name if business card	
Address where the card is registered to			Post Code
City		Phone Number of Card Holder	
Please tick which charges you will pay for: <input type="checkbox"/> Bed And Breakfast <input type="checkbox"/> Dinner (max allowance     ) <input type="checkbox"/> Drinks (no alcohol) <input type="checkbox"/> Alcohol (max allowance     ) <input type="checkbox"/> Incidentals (phone calls, laundry)			

I certify that all information is complete and accurate. I hereby authorise The Wycliffe Hotel Ltd to collect payment for all charges as indicated in the Approved Charges section of this form by processing a charge to the credit/debit listed above.

I understand that The Wycliffe Hotel Ltd reserves the right to debit the above card if the guest named on this booking departs without settling any outstanding amounts.

I certify that I am the authorised signer of the credit that I am the authorised signer of the credit / debit card listed above.

Card Holder Printed Name	Date
Signature	