



Credit Card Authorization Form

This form is to be used as an authorization of payment by the physical cardholder for charges made by the named guest(s) below. This form must be received **prior** to check-in. No guest without adequate authorization will be checked into any room of either hotel listed below. Please complete in full, and return with a readable photocopy of the Front & Back of the physical Credit Card along with a readable copy of the Front of a State Issued Identification showing the cardholders signature. Return via Fax the appropriate hotel checked below; please document any confirmation number(s) should they apply.

I, the undersigned, authorize the hotel checked below, to charge my credit card for the charges occurred using the below information:
CHECK THE APPROPRIATE HOTEL

 **BEST WESTERN PLUS**
Celebration Inn & Suites
 724 Madison Street
 Shelbyville, TN 37160
 (931) 684-2378 Fax (931) 685-4936

 **BEST WESTERN**
Chaffin Inn
 168 Chaffin Place
 Murfreesboro, TN 37129
 (615) 895-3818 Fax (615) 898-1975

Card Information

Card Type (Circle One): Visa MasterCard American Express Discover Diner's Club

Card Number: _____ Expiration Date: ____/____ (MM/YY)

Security Code: _____ (This number is a 3 digit code on MasterCard/Visa located on the reverse of the card on the end of the signature line, on American Express it is a 4 digit code printed on the front of the card)

Name as appears on the card: _____

Billing Address for this card: _____

City: _____ State: _____ Zip: _____

Phone Number (____) ____ - _____ Extension: _____ Fax (____) ____ - _____

Signature of Cardholder or Authorized Person(s): _____

Today's Date: _____

Guest Information

Guest(s) Name: _____

Arrival Date: _____ Departure Date: _____

Confirmation Number: _____

Authorized charges for (Check all that apply):

- Room & Tax
- Long Distance Charges
- Fax Charges
- Other _____

Please return fax to either the BEST WESTERN Chaffin Inn Murfreesboro, TN at (615) 898-1975 or the BEST WESTERN PLUS Celebration Inn & Suites, Shelbyville, TN at (931) 685-4936 once complete along with a copy of the Front & Back of the Credit Card and a Photo ID. A Faxed photocopy of this form shall be valid as the original.