



## Albuquerque

330 Tijeras Avenue, NW  
Albuquerque, NM 87102

### Credit Card Payment Authorization Form (Registration)

***Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email. Please include front of valid Driver's License for the name of the individual listed on the credit card.***

FAX COMPLETED FORM TO: 505-843-2625

ATTN: Finance Department \_\_\_\_\_

HOTEL USE ONLY:

CODE: G-NNIT

Guest / Group Name:	
Check-In / Event Date:	
Name of Person/Group Making Reservation:	Phone:

#### CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Email Address:		
Credit Card Number:		Expiration Date:
Credit Card Type: (Circle one)    Visa/MasterCard    American Express    Discover    JCB    Diners Club		
Credit Card Issuing Bank Name:		Bank Phone Number (on back of credit card):

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges will be charged at the time of check-out.**

*If submitting a check, write check out to HYATT REGENCY and use code G-NNIT*

Amount to be immediately charged to credit card as advance payment or deposit: \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately. You further acknowledge that all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Registration Fee \$100.00 per person x QTY \_\_\_\_\_ = \$ \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

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