

Sertifi Authorization Form Fraud Warnings

Use this training authorization form to better understand the warning signs that indicate a potential fraud attempt.

Credit Card Payment Authorization Form

Payment Authorization Request

CONFIRMATION NUMBER:

GUEST NAME:

COMPANY NAME:

ADDRESS:

RELATION TO CARDHOLD

Business Associate

Relative

Friend

Other

ARRIVAL DATE:

DEPARTURE DATE:

PHONE NUMBER:

CITY/STATE/ZIP:

Rate Information and Approved Charges

All Charges

Room & Tax

Movies

Room Service

Restaurant

HS Internet Access

Parking

Valet

Laundry

Event/Catering/Banquet Charges

Telephone (LD)

Telephone (Local)

Other:

COMMENTS / SPECIAL REQUESTS:

Payment Information and Signature

CARDHOLDER NAME:

CARDHOLDER EMAIL:

CARDHOLDER PHONE NUMBER:

RELATIONSHIP TO GUEST:

CARD NUMBER:

CARD EXPIRATION DATE:

CARD SECURITY CODE:

By signing below, you authorize the hotel to charge your credit card immediately for the approved charges indicated above. You further acknowledge that if "all charges" has been selected, then all guest-related charges will be charged to the above card number at the time of checkout.

CARDHOLDER SIGNATURE:

DATE:

1 Arrival Date

Watch out for same day arrivals

2 Company Name

Watch out for vague company names

3 Phone Number

Cardholder and guest phone number should be different

4 Address

Look up the address online to validate its legitimacy (this example location is probably not legitimate)



Additionally, be on the lookout for P.O. boxes.

6 Cardholder Information

Information should match, e.g., John Doe should have an email like john.doe@gmail.com, not jane.doe@gmail.com.

7 Billing Address

If you capture a billing address, always perform a quick search of the billing address to determine legitimacy.

5 Relationship

Business associates should use business email addresses