



# THE NATIONAL CONFERENCE CENTER™

## CREDIT CARD AUTHORIZATION FORM

CONFERENCE NAME: \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONFERENCE DATES: \_\_\_\_\_

I AUTHORIZE THE FOLLOWING CREDIT CARD TO BE USED AS THE  
FORM OF PAYMENT FOR \_\_\_\_\_

(guest name)

FOR THE ABOVE-MENTIONED PROGRAM.

CARD TYPE: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ CID # \_\_\_\_\_

DOLLAR AMOUNT: \_\_\_\_\_

ADDITIONALLY, IN THE EVENT THAT THERE ARE MISCELLANEOUS  
CHARGES, I HEREBY GIVE THE NATIONAL CONFERENCE CENTER  
PERMISSION TO CHARGE THE ABOVE CREDIT CARD FOR AN  
UNSPECIFIED AMOUNT, NOT TO EXCEED

\$ \_\_\_\_\_.

SIGNATURE OF CARDHOLDER: \_\_\_\_\_

DATE: \_\_\_\_\_

Return to fax #: 703-724-5641 or email to [reservations@conferencecenter.com](mailto:reservations@conferencecenter.com)

## Visa, MasterCard & Discover Cards:

The CID (card identification) number is the three-digit value printed on the signature panel on the back of Visa, MasterCard, & Discover Cards immediately following the credit card account number.



## American Express Cards:

The CID (card identification) number is the four-digit, non-embossed number printed above your account number on the face of your card. This number is recorded as an additional security precaution.



The issuing bank contact number and the CID are normally submitted when the magnetic strip on your credit card is swiped. Because we do not have the card present during transactions, banks request that we obtain the data manually (on each purchase), thus allowing for automated verification of the credit card. We do not store this number. Since the banking industry's introduction of these codes in 2000, this fraud prevention tool is rapidly being accepted as proof that the card is present during the transaction. Without these codes, we would need to manually verify addresses with your bank, which would cause processing delays. Not only does providing your CID number prevent credit card fraud, it also helps us keep our prices low. Thank you for your assistance.