

Payment Options

Debit Card

- An authorization hold will be held on the card for the total stay (room, tax and \$20 incidentals per day.)
- This hold will show as a “pending transaction” on the guest checking account.
- The funds will not be available during the stay.
- At check-out, all charges will be applied and the pending charge will change to actual charges from the hotel on the guest bank statement.
- It will take the guest’s bank 5-7 business days to process the payment and remove the authorization.
- The “pending transaction” will change and show as an actual charge.

Cash

- Guest will be required to pay the room, tax and \$20 incidentals (per day) for entire stay.
- Please note, if guest will be using the discounted self-parking, the total charge will be deducted from the card as well at check-out.
- Any incidental funds not used will be returned at check-out in cash.

Check

- Checks should be made out to JW Marriott Indianapolis.
- If guest is responsible for incidentals only, they must provide a method of payment in the amount of \$20 per day (cash, credit, debit) at check-in
- If the guest is **not** responsible for incidentals, the check must include the room, tax, parking (if applicable), and \$20 per day for incidentals.
- Any funds not used will be returned in the form of a check made out to the person/company that submitted the check.
- Checks should be received no later than 2 week prior to guest arrival to:
 - JW Marriott
 - Acct. 2554-50-1770
 - 62960 Collection Drive
 - Chicago, IL 60693-0960
- Please include the guest first name, last name and confirmation number in the memo section.

Credit Card Authorization

- The Credit Card Authorization Form gives the hotel written permission to charge the credit card specified on the form for the guest charges indicated. With this completed form, the guest will not need to present a method of payment for any charges covered under the authorization. For example, if the credit card authorization allows the hotel to charge just room and tax, the guest will need to present payment for incidentals. If the form authorizes the credit card to be charged for ALL charges, the guest will not need to present any form of payment. The form must include what is being paid. The form will need to be completed, faxed and received no later than 2 weeks prior to guest arrival to our Accounting Department at (317)860-5802. (form will be attached to email.)

Turning off Incidentals

**Incidentals can be turned off. Guest would not be able to bill any charges from the restaurants, Starbucks, Mini-market, In-room dining, internet, parking, etc. They would need to present a method of payment at the time of purchase.