Third Party Payment Process: **CLIENT**

Guests will have the option of contacting our Resort Services Department, open 24 hours a day by calling **1-800-788-2464, press #1, and** giving the agent the Offer Code specific to your group. (Our Group Reservation Specialist will send these details shortly after the contract is finalized)

- Guest must secure all reservations (booked online or via telephone) with a valid credit card.
- Guest will need to request to pay by Third Party Payment at the time of booking.
- A member of the Resort Services Team will e-mail a pre-payment link, to the specified individual you wish to be responsible for the charges prior to arrival. (If paying for **10 or more** reservations at once, please reach out to groupsalesar@choctawnation.com with the list of guest names and confirmation numbers. Group accounts receivable will send the client one payment link for the group.)
- **A guest can cover their room rate, resort fee and tribal tax via third party, but all guests must either present their own credit card upon arrival to cover the $150 incidental deposit or provide a $200 cash deposit. The incidental deposit cannot be covered by a third-party form of payment.**
- All payment reminders/receipts will be sent directly to the e-mail used for the initial payment link.
- If pre-payment by organization credit card isn't arranged prior to guest arrival, guest will be responsible for all charges at check-in. At that time, the card presented to the front desk will have to be under the individuals name, with a matching valid ID.

If a guest wishes to pre-pay by school/organization/Tribe check, they must pay estimated amount of room/tax/resort fee (if applicable), no later than **14 days prior to arrival. When the check is submitted, the following information will need to be included, to ensure appropriate application of funds: *Guest Names, Dates of Stay, Confirmation #s, and Organization Name.* If payment isn't received 14 days prior to arrival, guest will be responsible for all charges and must provide a valid method of payment at the time of check-in.

If necessary, Check refunds will be processed within 14 days after guest departure.

Remit Checks to:

Choctaw Casino Resort
Attn: Sales Dept.
PO Box 1909
Durant, OK 74701

Please let our Sales and Conference Managers know if you have any questions. Thank you