

SPECIAL RESERVATION BILLING

To ensure the protection of your personal and payment information, we kindly ask all guests and authorized payers to follow the process outlined in the checklist below. Adhering to these steps helps us provide accurate billing, timely processing, and a seamless check-in experience. Please review and complete all applicable items before your arrival to avoid any delays or issues with your reservation.

Yours in Hospitality,

The Embassy Suites by Hilton Columbus Dublin

1. SUBMIT YOUR REQUEST

- Email Niki.Tornick@Hilton.com using the following subject:

Arrival Date - Guest Name - Confirmation #

- In the body of the email, please include the following information:
- The recipient of the forms, including the following details:
 - First/Last Name
 - Email Address
 - Form(s) needed (select from options below):
 - Credit Card Authorization Form
 - Sales Tax Exemption Form
 - County H3-GOV Form
 - City of Dublin Form
 - Pre-Payment Invoice

2. COMPLETE PAPERWORK

You will receive an email from Niki with a link to Sertifi allowing you to complete each form electronically.

- Fully complete and submit the paperwork in Sertifi at least 5 business days prior to the arrival date.

3. CONFIRMATION

Paperwork will be processed once weekly. Once paperwork is processed, Niki will reply to your original request confirming it was processed or notify you of any missing information.

QUESTIONS?

Niki Tornick
Niki.Tornick@Hilton.com
(614) 602-0114

Monday - Friday between 8:00 am and 4:00 pm

TAX EXEMPTION

If you qualify for tax exemption—such as being a government employee or part of a tax-exempt organization—you can request to have the applicable taxes removed from your bill. We just need you to provide valid documentation before check-in. Unfortunately, we cannot honor tax exemption if the stay is paid for using a personal credit card. The payment must come directly from the exempt entity. Once we verify the documentation, we'll adjust the charges accordingly.

Tax Exempt Forms

State Sales Tax - 8%

County H3-GOV - 4% (Guest Name(s) are required under Occupant)

City of Dublin - 6%

Any questions regarding tax exemption status, please contact the Department of Taxation at 1-888-405-4039.

***Please note that 3rd party reservations and advance purchase/non-refundable rates are not eligible for tax exemption. It is important to book using your group booking link or one of the flexible options on the hotel's direct website, columbusdublin.embassysuites.com**

CREDIT CARD AUTHORIZATION FORM

A credit card authorization form allows a third party (not the guest staying at the hotel) to pay for the reservation using their credit card.

Common Use Cases:

Employers paying for an employee's stay

Travel agencies or event organizers managing multiple bookings

PRE-STAY INVOICE

Guests or organizations may request an invoice in advance of the stay so they can request a check or approval of funds from their organization. In order to accurately prepare a pre-stay invoice, all applicable tax exemption paperwork must be submitted with the request.