



CREDIT MEMO PAYMENT VERIFICATION FORM

(To be completed by Controller or GM only)

By my signature below I am verifying that the payment for attrition/cancellation has been received and processed via *(Must check 1)*:

- _____ Cash
- _____ Certified Check or Money Order *(Attach copy of check or money order)*
- _____ Company or Personal Check *(Attach copy of check)*
- _____ Bank Wire or ACH Transaction *(Provide evidence of depository receipt)*
- _____ Credit Card *(VS/MC/DS/AX/JCB)* Type: _____ Last four digits of CC: _____

Attach copy of folio showing attrition posted and paid. Alternate documentation may be accepted provided its' source is from PMS and/or Oracle that identifies the account name on contract and confirms attrition posting and payment.

FOR: _____

Group Name per Contract

ARRIVAL DATE: _____

AMOUNT ATTRITION POSTED AND PAID: \$ _____

SIGNATURE

PRINTED NAME

POSITION

DATE