

## 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 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 email a payment link, to the specified individual you wish to be responsible for the charges. (If paying for **10 or more** reservations at once, please reach out to [groupsalesar@choctawnation.com](mailto:groupsalesar@choctawnation.com) with the list of guest names and confirmation numbers. Group AR will send the client one payment link for the group.)
- Once paid, these deposits will automatically post to the guest's individual reservations.
- All payment reminders/receipts will be sent directly to the email 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.

Checks can only be utilized for Room, Tax, and Resort Fees. Incidentals must be paid for by the individual.

If necessary, Check refunds will be handled within 14 days after 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 in advance for your patience as we work to streamline this process moving forward.