

Affiliate Member Agreement - American Express Transaction Rate

Please complete and submit this form to receive the benefit of the global discount rate for American Express merchant transactions (currently set at 3%).

Hotel Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Please indicate your agreement to benefit from the American Express transaction discount rate:

Agree to participate

Do not agree to participate at this time

In order to have the merchant rate applied to your American Express transactions, we must receive all of the hotel's Merchant ID/Service Establishment (SE) numbers for association. **Merchant ID/SE numbers are 10 digits** and were provided at the time your hotel set up an account with American Express. You can also find them on your American Express statements. Please be sure to provide ALL SE numbers to receive the full benefit.

American Express Service Establishment Numbers / Merchant IDs:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please allow up to 90 days for the adjustment to be reflected on your statement.

Please note that hotel statement disputes regarding transaction rates or any other errors or omissions are to be handled as follows as outlined in the Affiliate Member Agreement:

"Affiliate Member or the Establishment must notify Amex in writing of any error or omission in respect of its Discount Rate or other fees or payments for Charges, Credits or Full Recourse amounts within ninety (90) days of the date of the statement containing such claimed error or omission or Amex will consider the statement to be conclusively settled as complete and correct in respect of such amounts."

Submit completed forms to phgcontracts@preferredhotels.com or via fax + 1 312 356 9515 Attn: Contracts – Amex Affiliations

Hotels **OUTSIDE OF THE UNITED STATES**: Please contact Historic Hotels of America Offices for further information.