

Affiliate Member Agreement - American Express Transaction Rate

Please complete and submit this form to receive the benefit of the Preferred Hotels & Resorts 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 Preferred Hotels & Resorts American Express transaction discount rate:

Yes, agree to participate

No, do not agree to participate at this time

In order to have the Preferred Hotels & Resorts 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.

Note: **Hotel statement disputes** regarding transaction rates or any other errors or omissions are to be handled directly with your local American Express office with **copy to Margret Kropfli**.

Submit completed forms to mkropfli@PreferredHotels.com and PHGContracts@preferredhotels.com

→ Hotels **OUTSIDE OF THE UNITED STATES**: The **signature page** of the American Express Affiliate Member Agreement for Properties outside of the United States **MUST also be returned**.