



**ALABAMA BETA 2027
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Birmingham, AL
February 15-19, 2027**

Check Payment and Credit Card Authorization DEADLINE: February 1, 2027

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at your confirmed hotel by February 1, 2027 to allow time for the check to clear. Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking-in.

↓ PAYING FINAL PAYMENT BY CHECK ↓			↓ PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION ↓		↓ TAX EXEMPTION
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
Hilton Birmingham at UAB	Hilton Birmingham at UAB	Hilton Birmingham at UAB Attn: Megan Mackey 808 20th St St S Birmingham, AL 35205 Due by day of arrival	Email Megan Mackey to request credit card authorization Due 72 hours prior to arrival	Megan Mackey megan.mackey2@hilton.com 659-251-1937	State of Alabama Sales and Use Tax Certificate specifically stating that they are exempt from Lodging Tax.
Sheraton Birmingham Hotel	Sheraton Birmingham Hotel	Sheraton Birmingham Hotel Attn: Meagan Brown 2101 Richard Arrington Jr Blvd N Birmingham, AL 35203	Email Meagan Brown to request credit card authorization	Meagan Brown bhmsi-accounting@marriott.com 205-307-3031	To qualify for Tax Exemption, a State of Alabama Department of Revenue Tax Exemption Certificate must be submitted to the hotel for approval. Email Meagan Brown bhmsi-accounting@marriott.com
The Westin	The Westin Birmingham	The Westin Birmingham Attn: Meagan Brown 2221 Richard Arrington Jr Blvd N Birmingham, AL 35203	Email Meagan Brown to request credit card authorization	Meagan Brown bhmsi-accounting@marriott.com 205-307-3031	To qualify for Tax Exemption, a State of Alabama Department of Revenue Tax Exemption Certificate must be submitted to the hotel for approval. Email Meagan Brown bhmsi-accounting@marriott.com