



SUNY DOWNSTATE Medical Center

Office of Residential Life and Services

(718) 270-1466

(718) 270-1467 (fax)

Payment Options for Guests

Cash or Check: You may make payment either by cash, check, or travelers check at the reception desk in 811 New York Avenue anytime between the hours of 8:30am and 12:00am. Checks may be made payable to SUNY. Checks must be drawn upon U.S. Banks. You will be issued a receipt upon consideration.

Credit Card: If you wish to pay via credit card, you may do so at the Bursar's Office, located in the Basic Science Building. Please remember to bring a copy of your receipt to the reception desk so that we may update our records.

All guests must provide our office with their credit card information upon arrival. This information will be used in the event that full payment of your invoice is not made by the conclusion of your stay in the residence halls or in the event that items are missing and/or damaged. This form authorizes the Office of Residential Life and Services to charge any outstanding balance for services rendered to a credit card. **Please understand that you may not take possession of a room in the residence halls or possess a room key without completing this form.**

Credit Card Information

Type of Card (Circle one): MasterCard Visa Discover

Card number: _____

Expiration date: ____/____

Name of Card Holder (please print): _____

Signature of Card Holder: _____

The information that you provide above will be kept in the strictest confidence and will be secured upon receipt.

For Office Use Only

Date: ____/____/____

Amount to apply to Card: _____

Forwarded by: _____

(See attached invoice and/or statement for details)