



TAX EXEMPT REQUIREMENTS

To qualify for tax exemption the State of Michigan requires that we have the following items:

If paying by agency check and requesting tax exemption for your stay you need:

1. A fully completed tax exempt form including any required documents
2. Agency Check for the amount of the lodging charges including the 9% service fee and 2% assessment fee. (personal funds do not qualify)

If paying by agency credit card and requesting tax exemption for your stay you need:

1. A fully completed tax exempt form including any required documents
2. A fully completed Credit Card Authorization form
3. A legible copy of the credit card showing the ***name of the agency*** and only the last 4 digits of the credit card OR you may present the credit card at check in. (personal credit cards cannot be accepted)

Copies of all your documents must be fully completed and legible. We request that you lighten copies of credit card prior to faxing so they are legible when received.

To ensure that we are protecting your documents and privacy, we request that only the last 4 digits of your credit card payment are provided; please black out the first 12 digits. If you attempt to email a 16 digit credit card our system will block the transmission due to requirements for compliance with PCI Security Standards.

The information to qualify for tax exemption can be provided in the following ways:

Mail – Please mail your documents to:
Crystal Mountain
Attn: Reservations Department
12500 Crystal Mountain Drive
Thompsonville, MI 49683

Fax – Please fax your documents to 231-378-4879.

Email- Please email your documents to reservations@crystalmountain.com. (If you provide the 16 digit credit card our system will block this due to PCI compliance; we can only accept the last 4 digits)

Personal Delivery – Present your documents upon check in at the Front Desk.

Please note all of the documents listed above are required to qualify; completion of a portion of the documents does not qualify for tax exemption and full payment will be due upon check in.