

Frequently Asked Questions

1. **When will I receive my Westin Peachtree Plaza invoice?**
* Invoices will be provided by Tuesday, February 18th (please note, that invoices will include Taxes until Tax Exemption Forms are provided)
1. **How can I pay my invoice?**
* Invoices can be paid via Check made payable to The Westin Peachtree Plaza and sent to:

The Westin Peachtree Plaza

Attn: Accounts Payable

210 Peachtree St NW

Atlanta, GA 30303

* If Credit Card is preferred please reach out to Meike.Reid@marriott.com and Khamita.King@marriott.com to obtain Credit Card Authorization Form
* Wire Transfer
* PLEASE NOTE: The $5.00 Hotel/Motel Fee per room per night cannot be waived.

1. **When is payment due?**
* You **MUST** mail or pay via credit card by **MARCH 1ST, 2020**.
* **NO ONSITE PAYMENT**
1. **What do I need to submit with my payment?**
* Please print and complete the Payment Processing Form and send it to the Westin with your payment: <https://92309d7c-215b-4ab1-b55a-76783b77b8e0.filesusr.com/ugd/219cfe_973f3793b2df41a4801998fbf21fbe2c.pdf>
* State of Georgia Sales Tax Exemption Form
* State of Georgia Occupancy Tax Exemption Form
1. **Where can I locate the Westin Peachtree Plaza’s W9 form?**
* The W9 form is located in the Hotel section of the SkillsUSA Georgia website.
1. **What if I have changes that need to be made to my hotel registration?**
* Please email all changes to Meike.Reid@marriott.com and Khamita.King@marriott.com
1. **How will I know that the Westin Hotel has received my check?**
* Hotel will follow up with a Deposit Receipt once payment has been received
1. **Please complete the following Westin Hotel Transport Manifest form by MARCH 1ST.**
* <https://skillsusageorgia.wufoo.com/forms/s14gn9bd187mqbj/>
* Please note that the Hotel does not provide Overnight Bus Parking onsite