



## IATAN ICB/ICE Registration Form

### Definition of Terms:

- A Host Service Location (HSL) is an IATAN endorsed location that has been authorized by IATAN to register and request ID cards for the eligible owners, employees and independent contractors (subagents) of an Independent Contractor Business (ICB).
- An Independent Contractor Business (ICB) is an entity (Corporation, Limited Liability Company, Partnership or Sole Proprietorship) that earns revenue from an HSL from the sale of travel and travel related services. The ICB registers and requests ID Cards for its owners, employees and independent contractors (subagents).
- An Independent Contractor Employee (ICE or subagent) is an owner, employee or independent contractor of an ICB who has met the IATAN ID card requirements.

### How to Register:

- Submit the ICB/ICE Registration Form (Doc 193). Make copies of pages 3 of this form for each ICE
- Provide a 1099 form that reflects the ICB is earning revenue from the HSL. This 1099 may be used to validate earnings of ICB owners.

**Note:** If the 1099 does not show the name of the owners, additional documentation may be required to validate ownership of the business.

- Provide a 1099 or W-2 form for each ICE reflecting at least \$5,000 earned in salary or commission from the ICB

### Checklist:

- Complete and signed ICB/ICE Registration Form (Doc 193)
- Payment for ICB Registration (\$95.00 per ICB)
- Page 3 for each ICE that would like to be registered and qualifies for the IATAN ID Card
- Proof of earnings for the ICB (1099 Form from the HSL to the ICB)
- Proof of earnings for each ICE (1099 or W2 from the ICB to the ICE)

For a list of applicable fees, kindly go to [www.iatan.org](http://www.iatan.org) to download the IATAN Schedule Fee.

For more information regarding HSL Program and Requirements, please go to [www.iatan.org](http://www.iatan.org) to download the HSL Quick Reference Sheet.

All registrations should be sent directly from the HSL to [info@iatan.org](mailto:info@iatan.org) Attention: HSL Department.





## IATAN ICB/ICE Registration Form

This form should be completed by all Travel Professionals participating in the IATAN HSL/ICB/ICE Registration and ID Card Program. Make copies of page 3 as necessary for all owners, managers and employees that will be registered to the HSL/ICB Personnel List.

You will receive a confirmation email with your IATAN Personnel Registration ID Number (PRIN) once the form is processed, and a Personnel List will be emailed to the HSL's email address.

### 1. ICB General Information

Business Legal Name: \_\_\_\_\_

Trade Name (DBA): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

Business E-Mail Address: \_\_\_\_\_ Business Website: \_\_\_\_\_

#### Ownership:

Legal Type:  Sole Proprietorship  Partnership  Corporation  L.C./L.L.C  Other \_\_\_\_\_

Owner (Print Name)	% Owned	Owner (Print Name)	% Owned
1.		4.	
2.		5.	
3.		<i>If there are more than 5 owners, please attach a listing of all owners and percentages</i>	
			<i>Must Total 100%</i>

### 2. HSL General Information

HSL IATA Numeric Code: \_\_\_\_\_

Business Legal Name: \_\_\_\_\_

Trade Name (DBA): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

HSL Contact Person: \_\_\_\_\_  
(Name and Title) (PRIN#) (E-mail Address)

### 3. Payment Information - Complete this section to pay the ICB Registration Fee (\$95.00 per ICB)

Type of Credit Card:  American Express  Mater Card  Visa

Credit Card Number: \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_





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### 4. Personal Information

First & Last Name: \_\_\_\_\_

PRIN / Verification #: \_\_\_\_\_

Have you had a name change?  Yes  No New Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Sex:  Male  Female

Last four digits of Social Security: XXX – XX – \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Residence of Applicant: City: \_\_\_\_\_ State: \_\_\_\_\_

Start Date (mm/dd/yyyy): \_\_\_\_\_ (You must supply the start date with this entity)

Name of ICB: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 5. Status Information – The personnel list and ID card will display the position, duties, weekly hours and yearly earnings below.

**Position:** “1” Independent Contractor

**Duties:** “X” Outside Sales

**Weekly Hours:** “1” 35 working hours or more per week

**Yearly Earnings:** “1” \$5,000 or over

### 7. Employee Termination – Must be completed to delete Professionals who no longer work at the business entity.

Employee PRIN / Verification #: \_\_\_\_\_ Termination Date (mm/dd/yy): \_\_\_\_\_

### I, THE BELOW SIGNED, HEREBY CERTIFY AND ACKNOWLEDGE:

1. That the statements made in this application are true and correct.
2. That IATAN has the right to verify, by inspection or other lawful means, that the information supplied is true and correct and in the event this is declined or necessary documentation is not made available, IATAN may amend or suspend registration and notify its subscribing customers.
3. That the applicant will inform IATAN promptly of any changes to information and employment status.
4. That by completing this application, the registrant will appear on the IATAN Personnel List. The owner / manager understand that the applicant may request and receive an IATA/IATAN ID card if the applicant meets the qualifications.
5. That IATAN is authorized to disclose information to industry suppliers regarding the applicant’s status with the IATAN business entity at which he/she is registered, as well as the business entity status with IATAN.

### SIGNATURES – both signatures are required for processing.

Signature of Applicant: \_\_\_\_\_ Printed Name of Applicant: \_\_\_\_\_

Printed Name of HSL Owner/Manager: \_\_\_\_\_

Signature of HSL Owner/Manager: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

PRIN / Verification # of Owner/Manager: \_\_\_\_\_  
(IATAN PRIN / Verification # of Owner/Manager is needed for verification of signature)

