



IATAN Complete Change of Ownership Requirements

Section 1. General Business Requirements

- Completed, signed and notarized IATAN Joint Notice of Change Form (all new and prior owners must sign this form)
- Completed, signed and notarized IATAN Accreditation Application
- Online Payment (instructions will be e-mailed once forms and documents are received). For a complete list of fees please download the IATAN Fee Schedule from www.iatan.org/accreditation-forms
- Proof of Current Business License showing the legal name of the entity and "active" or "in good standing" with the state, county, or city. Provide one of the following:
 - **Sole Proprietorship or Partnership:** DBA registration with the City or County Clerk's Office
 - **Corporation or LLC:** Certificate of Good Standing from the Secretary of State
- Proof of Ownership and Legal Form of Business (provide documents that correspond to one of the following legal entity types). **Note:** If the business is acquired by another legal entity provide copy of Purchase Agreement in addition to documents listed below.
 - **Corporation:**
 - + Articles of Incorporation
 - + IATAN Affidavit of Ownership (page 3 of the Accreditation Application)
 - **Limited Liability Company:**
 - + Articles of Organization
 - + IATAN Affidavit of Ownership (page 3 of the Accreditation Application)
 - **Sole Proprietorship:**
 - + Business license or registration with the County Clerk's Office displaying name of sole owner(s)
 - + IATAN Affidavit of Ownership (page 3 of the Accreditation Application)
 - **Partnership:**
 - + Partnership Agreement (must be signed)
 - + IATAN Affidavit of Ownership (page 3 of the Accreditation Application)
- Proof of Seller of Travel Registration for the following states:
 - Florida
 - Hawaii
 - Iowa
 - Washington State
- Proof of two years of experience for QMP/QTA. Provide **one of the following:**
 - A letter of recommendation or verification of employment from an IATAN Accredited Agency (provide IATA# on letter)
 - A letter of recommendation from a national or international travel industry supplier.
 - One of the certifications below:

+ IATA/ARC Training Certificate	+ CMM (Certification in Meeting Management)
+ ARC Specialist Certification	+ CSEP (Certified Special Event Professional)
+ CTA (Certified Travel Associate)	+ CLIA Certificate
+ CTC (Certified Travel Counsellor)	+ MPI Certificate (Meeting Planners Institute)
+ CMP (Certified Meeting Professional)	+ Travel/Hospitality School Diploma or Degree

Note: Letters of Recommendation must be on letterhead and mention the name of the QMP/QTA with a time period



Section 2: Non - Ticketing Locations (additional documents):

- Proof of Financial Benchmarks:
 - **Home Based and/or New Business (less than one year in operation):** Financial Criteria of \$10,000 Available Capital or Invested in the Business. Provide one or a combination of the following documents:
 - + Bank letter or bank statement that shows available balance and is dated within the last three months from submission of application. It can be for the business or the owner(s)
 - + Financial Statement or expense report of the business entity
 - + Previous year's Income Tax Return (Self-Prepared, Accountant, or by a CPA)
 - + Previous year's 1099s or W-2s paid to the business entity (need to be from travel industry suppliers or accredited travel agencies)
 - + Line of Credit of the business or the owner(s)
 - + Sales Reports from travel industry suppliers
 - + Signed group or event contract(s) from travel industry suppliers. Contracts must be signed by supplier
 - + Two letters on letter head from travel industry suppliers specifying volume of sales or paid commission to the business
 - + Florida SOT Bond or Registration that costs \$10,000
 - **Travel Business or Meeting Planner Entity (more than one year in operation):** Financial Criteria of \$20,000 in Gross Travel Income, or \$20,000 Available Capital, or \$200,000 in Annual Gross Sales. Provide one or a combination of the following documents:
 - + Previous year's Income Tax Return (Self-Prepared, by an Accountant, or by a CPA)
 - + Financial Statement of the business entity
 - + Sales Reports from travel industry suppliers
 - + Signed group or event contract(s) from travel industry suppliers. Contracts must be from suppliers and mention the meeting planner business
 - + Two letters on letter head from travel industry suppliers specifying volume of sales or paid commission to the business
 - + Previous year's 1099s or W-2s paid to the business entity
 - + Bank letter or bank statement that shows available balance and is dated within the last three months from submission of application. It can be for the business or the owner(s)
 - **CTD (Corporate Travel Department):** Financial Criteria of \$200,000 in Annual Travel Expenses. Provide one of the following:
 - + Financial Statement or expense report of the business entity prepared and signed by a CPA
 - + Sales reports from travel industry suppliers
 - + Two letters on letter head from travel industry suppliers specifying volume of sales or travel expenses of the business
 - + Letter from a CPA confirming the business' travel expenses
- Proof of Errors and Omissions or Professional Liability Insurance. Provide **one of the following:**
 - Copy of valid insurance policy, only the binder page (needs to show the type of insurance, the legal name or DBA of the business and the expiration date) CTDs and CCLs don't need this insurance.
 - Errors & Omissions Waiver and proof of **two years** of experience for the owner or the legal representative. To validate the experience, provide same documents as proof of experience for QMP/QTA in Section 1 - General Business Requirements.



Section 3: Ticketing Locations - Airline Appointed (additional documents):

- Signed and notarized IATAN Agency Agreement (only needed for Head Office)
- ARC Approval Letter