



HSL Quick Reference Sheet

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.

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.

An Independent Contractor (IC) is a person or business that earns revenue from an accredited business or HSL pursuant to a written contract or agreement in compliance with applicable laws and regulations.

An Employee (EI) is a person carried on payroll or disbursement records at the business entity. This means the HSL issues a W-2 form to an individual's name.

How to Register

Employee (EI)

- Submit the Travel Professional Profile Form.
- Provide a W-2 issued by the HSL to the employee.

Independent Contractor (IC)

- Submit the Travel Professional Profile Form.
- Provide a 1099 form issued by the HSL to the IC. Note: If the 1099 is paid to a business, additional documentation may be required to validate ownership of the business.

Independent Contractor Business (ICB)

- Submit the ICB/ICE Registration Form (make copies of page 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.

For the applicable fees, kindly download the IATAN Schedule Fee on www.iatan.org/accreditation-forms.



Document Submission Instructions

All registration should be submitted by the **Host Service Location** to IATAN:

IATA Customer Portal: [Open a case](#)

Step 1: Login or register on the [IATA Customer Portal](#)

Step 2: Click on "Contact Us" under Support

Step 3: Select topic "Accreditation IATAN (US)" and click on "Create a Case"

Step 4: Complete the query form

Step 5: Click on "Create Case & Add Attachment"

Note: once the query case is created, you will receive an email confirmation with the case number.

Our Customer Service team shall provide a response within 1-2 business day. You may also check the status of the query case on the IATA Customer Portal.

Hard Copy Submission: IATAN, 703 Waterford Way, Suite 600, Miami, FL 33126

Frequently Asked Question (FAQs)

1. Do I receive my ID card automatically when I send all my paperwork?

No, once you have been registered to the list you will receive an e-mail from IATAN asking you to go to our website to request the ID card.

2. Do I need to register as an ICB if I'm an individual becoming an LLC or Corporation?

No, only businesses that have 2 or more people with ID cards need to register as ICBs.

3. Do I need to submit the forms for my ICB registration each year?

No, but you need to submit proof of earnings every year at the time of the Re-certification of the HSL.

4. What is the Re-certification?

The HSL Re-certification is the annual validation of the agency's information and personnel registration. All employees, ICs, ICBs and ICEs need to provide proof of earnings for the HSL annual Re-certification.

5. Is the Re-certification expiration date the same as my ID card expiration date?

No, the Re-certification expiration date is the same as the personnel list expiration date. The ID card expiration date is a year from the date the ID card is requested/purchased.

6. What happens if I don't submit the documents for the Re-certification on time?

Whoever doesn't submit documentation on time will be deleted from the personnel list and the ID card will be cancelled. Once the required documents are received, we will re-register that person and reinstate the ID card.



7. Is my ID card canceled if I move to another IATA code or HSL?

Yes, the ID card is automatically cancelled if you transfer to another IATA code. You will need to request a new ID card through our website once you are registered with the new IATA code.

8. Is my ID cancelled if I want to change from IC to ICB or vice versa?

No, the ID card status will not be affected by this type of change. You only need to submit the forms/documents required to change your status internally.

9. What additional documents do I have to submit if my 1099 form says the name of my business instead of mine?

Most HSLs can provide copy of a signed contract with the IC showing the name of the ICB and the ICE. Other documents vary depending on the type of legal entity of the business. Please select one of the documents listed below if you don't have contract displaying both the business and the person's name.

Sole Proprietorship:

- Registration of Fictitious Name
- DBA with the County Clerk Office displaying name of sole owner

Limited Liability Company:

- IRS letter displaying name of owner
- Articles of Organization
- Signed Operating Agreement
- Registration with the state showing the name of the owner

Partnership:

- Signed Partnership Agreement
- Business License showing the name of the owner
- Registration with the state showing the name of the owner

Corporation:

- Copy of Stock Certificates
- Copy of Schedule K of the Corporation Income Tax Return
- Articles of Incorporation
- Business License showing the name of the owner
- Registration with the state showing the name of the owner