



Dear Travel Professional,

Thank you very much for your recent request to do business with SeaDream Yacht Club. In order to be able to set up your agency for commission purposes, please submit the following items:

**For all Agencies:**

- Business cards of the owners and managers
- Agency letterhead showing full street address (no PO Boxes)
- SeaDream's Agency Information form filled in (Page 2)
- Business License (If not required please state so on letterhead)
- Completed IRS W-9 Form (See pg. 4 - ) for US agencies only

Please forward a photocopy of the following:

**For all Non ARC/IATAN Agencies:**

- Incorporation letter, if applicable
- Seller of Travel certificate if applicable
- CLIA certification if applicable
- Letter from Consortium if applicable. (The letter must come from the organization, NOT your agency)

**For all ARC or IATAN approved agencies:**

- Copy of ARC approval letter showing requesting office's address
- Copy of IATAN certificate
- Letter from Consortium if applicable. (The letter must come from the organization, NOT your agency)

Upon receipt of the above, we will set you up in our database. Please forward all documents BY FAX to the following fax number: (305) 631-6110 or Mail to SeaDream Yacht Club, 601 Brickell Key Drive, Suite 1050, Miami, Florida 33131.

If you have any questions you may contact our office Miami: (305) 631-6100 | Oslo: +47 410 40 122.

We look forward to working with you to ensure that your agency's business with SeaDream Yacht Club is a great success.

SeaDream Yacht Club



## Agency Information Form

Agency Name: \_\_\_\_\_

Address (No PO Box): \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Phone (not toll free): \_\_\_\_\_

Fax: \_\_\_\_\_

Agency e-mail: \_\_\_\_\_

Agency Website: \_\_\_\_\_

**Agent Name:**

Are you home based?     YES     NO

If yes, please provide home-office contact details:

Agent Name (First / Last): \_\_\_\_\_

Address (No PO Box): \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Phone (not toll free): \_\_\_\_\_

Fax: \_\_\_\_\_

Agent e-mail: \_\_\_\_\_



Do you want access to our 'Online Reservation System' at [www.seadreambookings.com](http://www.seadreambookings.com)?

YES  NO

Preferred username (4 to 10 characters): \_\_\_\_\_

Are you a member of a consortium?

YES  NO

If yes, which one: \_\_\_\_\_



## Request for Taxpayer Identification Number and Certification (US Only)

Dear Travel Partner,

SeaDream Yacht Club is required by law to have on file the IRS W-9 Form for all Travel Agents with whom the company does business. Please complete the form below, sign and date it and fax it back to us at fax number 305-631-6110.

Thank you,  
SeaDream Yacht Club

### - Substitute W-9 Form -

Name of Agency: \_\_\_\_\_

Owner's name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Office Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Check appropriate box:

Sole Proprietor  Corporation  Partnership  Other \_\_\_\_\_

9 digit Social security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

or

9 digit Employer identification number : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PRIVACY ACT NOTICE

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer.

(For internal use only)

Updated by: \_\_\_\_\_ Date: \_\_\_\_\_ Agency ID: \_\_\_\_\_