

## **Travel Agency Commission Eligibility Application**

In order to be considered for commission eligibility under the Walt Disney World® Resort, the Disneyland® Resort, the Aulani, a Disney Resort & Spa, Ko Olina, Hawai'i, the Adventures by Disney, the Disney Cruise Line, and the National Geographic Expeditions Commission Program and Commissions Policy, please submit the following requirements. This application is for new travel agencies wishing to become eligible to receive commission payments.

## New Applicants, MUST complete <u>ALL</u> of the following steps:

- Complete the fillable Disney Destinations Travel Agency Profile Form.
- 2. Photocopy of business license and one of the following showing agency/business name and affiliation number:
  - Photocopy of a valid CLIA certificate, IATA list or IATA certificate, TRUE, and ARC letter.
- Submit agency logo on company letterhead.
- 4. You MUST complete and return parts **A & B** of the U.S. Supplier Information Kit attached below. The federal tax form and SS-4 or 147C are used to report commissions paid at the end of the year. If answering yes to any question regarding California on the Disney substitute W-9 form, then a California 590 form attached below must also be submitted. For instructions for the requester to W9 forms go to https://www.irs.gov/pub/irs-pdf/iw9.pdf
- 5. Complete the ACH Authorization Form (**Part C** of the U.S. Supplier Information Kit) for commission to be direct deposited. Please note, the Supplier Name on the ACH form MUST match one of the name(s) on the W9 and be the exact name of bank account.

For your security, a representative from Disney Worldwide Shared Services will be reaching out to you in order to validate theaddition of a new bank account or any changes to any existing bank account that you may currently have on file.

Banking account validation will be required and could cause a delay to your application completion if you cannot be reachedthrough the contact number you have provided.

All documents must be signed by the agency owner/manager and sent to each office below to request setup for all Disney Destinations

Disney Reservation Center for Walt Disney World Resort,
AulaniResort, Hawaii, and Disneyland Resort
Email: WDW.Disney.Central.IATA@disneyworld.com

Disney Cruise Line /Adventures by Disney Email: TA.Maintenance@DisneyCruise.com

National Geographic Expeditions Call: 1-888-966-8687



# TRAVEL AGENCY PROFILE FORM

What Disney destinations do you plan to sell? Check all that apply.	k all that apply.  1g. If selling for Disney Cruise Line® and Adventures by Disney, what is the agency mailing address? (this address can be a PO Box or UPS Store			
Walt Disney World® Resort	address).			
Disneyland® Resort	Street Address			
Disney Cruise Line®	City, State, Zip			
Aulani	City, State, Zip			
Adventures by Disney	2. Name of Owner:			
National Geographic Expeditions	Name:			
1. Your Travel Agency's legal name, exactly as it appears on business	Title:			
registration and W9.	Email:			
	Phone:			
<b>1a</b> . List your Travel Agency's brand name(s), if different than legal name.	3. Name of Co-Owner (if applicable):			
	Name:			
<b>1b</b> . What name will the agency be booking under?	Title:			
Brand name(s) Legal name	Email:			
	Phone:			
1c. What is the address for the legal entity as stated on W9? (city, state, zip)	4. Name of Agency Manager:			
Street Address	Name:			
	Title:			
City, State, Zip	Email:			
	Phone:			
1d. Agency Physical Address, Website, Generic Email:	5. What year was your Travel Agency established?			
Street Address	6. Is this agency a Headquarters or Branch?			
City, State, Zip				
Agency Website Address:	6a. Is your agency Storefront or Virtual (Online)?			
Agency Generic Email Address (for receiving booking confirmations):	6b. Do you have agents that are home based? Yes No			
	6c. How many agents are home based?			
1e. What is agency general phone number?	6d. How many employees do you have other than yourself?			
1 f . If selling for Walt Disney World® Resort, the Disneyland® Resort, and	6d. Do you have agents that are subcontractors? Yes No			
the Aulani, what is the agency mailing address? (this address cannot be a PO Box or UPS Store address, please provide an address that	6e. How many subcontractor agents do you have?			
Disney can send Express Couriers).	7. List the applicable affiliations for your agency & check box for primary:			
Street Address				
City, State, Zip				

7a. How many offices are using the same IATA and/or C	LIA#?  14. Are the agents experienced in selling Disney Product?  Yes No
<b>7b</b> . Has your agency been given a Pseudo IATA# in the	Knowledge courses?
Yes No If yes, what was that number:	16. Does your Travel Agency bring group business to Disney?
8. Agency Billing Address: (If different from physical ac	dress)
Address	Yes No If yes,  Leisure Groups Incentive Groups
City,State,Zip	
Billing Contact Name:	17. Has your Travel Agency previously been registered with Disney under any other name(s)? [If "yes," specify name(s)]
Billing Contact Name/Company Title:	Yes No
Billing Contact Phone:	
Billing Contact E-Mail:	18. Has your Travel Agency previously done business under or used
What GSD/API Systems or Pseudo City Codes are Please list codes or Check all that apply	any other name(s)?  Itilized by Agency?  Yes No If "yes", please list all names:
Amadeus Revelex Ody	sseus
Traveltek TravTech Kro	19. Has any owner of the Travel Agency owned all or part of,
Travelport Cruise Dre C&T Compass	worked for or with or managed any other travel agency that has done business with Disney?
	Yes No If "yes", list all such agencies:
10. What % of business is done through your website?_	%
<b>11.</b> How will the Disney Product be promoted?	
Website Social Media Other (specify)	20. Has any manager of the Travel Agency owned all or part of, worked for or with or managed any other travel agency that has done business with Disney?
<b>12.</b> What social media does the agency use for marketing username/handle where applicable):	
Instagram Facebook	
Snapchat WhatsApp	
YouTube Linkedin	21. Has any owner, manager, agent, employee or contractor of your Travel Agency owned all or part of, worked for or with or
Twitter	managed any other travel agency that (i) Disney made ineligible to receive commissions from Disney or terminated any commission arrangement with or (ii) Disney ceased to accept
What languages are used to service clients in agence apply):	bookings, orders orreservations from or (iii) Disney notified may no longer book vacations or other product of Disney or (iv) received any notice from Disney of early termination of any
English Spanish Portuguese Japan	
Other (specify)	Yes No If "yes", please give details:

"Disney Intellectual Property" shall mean the names "Walt Disney World® Resort," "Disneyland® Resort," "Disney," "Pixar," "ABC," "ESPN," "Lucas" and "Marvel" (either alone or in conjunction with or as part of any other word or name), and all fanciful characters, designs, trademarks, copyrighted works and other intellectual property rights of The Walt Disney Company and its affiliates (including, without limitation, Lucasfilm Ltd. and Marvel Enterprises, Inc.).

Travel Agency shall neither acquire nor assert any proprietary right in any Disney Intellectual Property, or in any derivation, adaptation or variation thereof.

Travel Agency shall not apply to register or claim ownership of any DisneyIntellectual Property. Travel Agency shall not oppose or seek to cancel or challenge any intellectual property ownership, application or registration ofDisney or its designee regarding any Disney Intellectual Property. Disney or its designee shall have the right to enforce intellectual property rights with respect to Disney Intellectual Property, and Travel Agency shall not attempt to assert any such rights.

Any ideas, business proposals or suggestions provided by your Travel Agency to Disney shall be deemed non-confidential and non-proprietary and may be used or disclosed by Disney without liability or compensation, unless otherwise expressly agreed to the contrary in writing by Disney.

Your Travel Agency acknowledges that all discussions and communications shall be non-binding and no agreement or approval for commission eligibility shall be deemed entered into or given unless and until a formal, written notification, specifically identified as such, is executed by Disney and delivered to your Travel Agency.

Legal Nam	e of Travel Agency	/
Ву:		Date:
Sign	<mark>ature</mark>	
Print Name	:	



## **U.S. Supplier Information Kit**

As a Disney Supplier, we require several pieces of information about your company. We have simplified the process by splitting the information we need into four parts—A,B,C and D. Forms to collect information in all four parts are attached in this kit.

New Suppliers—Please complete and return all four parts.

Please Email your completed Kit to your Disney representative



Please complete the Information Required for Proxy Setup form. Part A also includes a W-9 form and a California Form 590. Note: The Form 590 may not be applicable to all Suppliers. If none of the selections apply to your company, note N/A on the Form 590.



Disney's SAP system calculates sales tax due. Part B is a form collecting Supplier sales and use tax information for each state.



Disney supports electronic POs, invoicing and payment distribution. Part C is a form collecting information about your company's electronic transaction and direct deposit ACH (Automated Clearing House) capabilities.



Disney is committed to Supplier diversity. Part D is a form that collects ownership information about your company, so we can track our eligible women- and minority-owned businesses.



### U.S. Supplier Information Kit – Information Required for Proxy Setup

Name
Title-
Phone Number-
PO Delivery Email Address (if using Purchase Orders)-
Email Address
If you or your company have an existing vendor number with TWDC that is "no longer valid" due to tax number and/or tax status changes or have undergone name and/or ownership changes please provide your current vendor name(s) and number(s) below. This will help ensure that any invalid payable record(s) are closed according to TWDC policy.
If you or your company utilizes a separate " <i>Remit to Address</i> " other than the "business address" noted on the W-9 (Form A), please input here:
Address (number, street, and apt. or suite no.)
City, state, and ZIP code
f you or your company utilizes a "Factoring Company" or an "Agency" to manage your payments, please include their nformation below:
Name
Address (number, street, and apt. or suite no.)
City, state, and ZIP code
Tax Payer Information - (EIN, TIN, etc.)

Note – Please be advised that if you are a "Factoring Company" or an "Agency" representing one of TWDC's payable suppliers with an address located within the United States, the tax payer information provided above is <u>not</u> furnished to the IRS. It is strictly used for compliance purposes as a tax i.d. must be on file. By furnishing the requested tax payer information above, will help keep payable accounts from being blocked during the TWDC audit process.



# Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Befor	еу	ou begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.				-					
	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the or entity's name on line 2.)	wner's na	me on li	ine 1, ar	nd enter th	ne bus	iness/di	sregarde	d	
	2	Business name/disregarded entity name, if different from above.									
Print or type. See <b>Specific Instructions</b> on page 3.							4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any)  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)				
P Specific	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax and you are providing this form to a partnership, trust, or estate in which you have an ownership in this box if you have any foreign partners, owners, or beneficiaries. See instructions	nterest, c			Applies to outside					
See	5	Address (number, street, and apt. or suite no.). See instructions.	Request	er's nam	ne and a	address (o	ptiona	ıl)			
	6	City, state, and ZIP code									
	7	List account number(s) here (optional)								_	
Pai	ŧΙ	Taxpayer Identification Number (TIN)								_	
		ar TIN in the appropriate box. The TIN provided must match the name given on line 1 to avo	oid	Social	securit	y number				_	
backı reside entitie	p v nt a	withholding. For individuals, this is generally your social security number (SSN). However, for alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other t is your employer identification number (EIN). If you do not have a number, see <i>How to ge</i>	ora ta	or		-	_				
TIN, I	ater	•	Γ	Employ	yer ider	ntification	numl	per			
		he account is in more than one name, see the instructions for line 1. See also What Name at To Give the Requester for guidelines on whose number to enter.	and		]-[						
Par	i	Certification			-		-				
Unde	, be	nalties of perjury, I certify that:									
1. The	nı	imber shown on this form is my correct taxpayer identification number (or I am waiting for a	a numbe	r to be	issued	I to me);	and				
Sei	vic	ot subject to backup withholding because (a) I am exempt from backup withholding, or (b) e (IRS) that I am subject to backup withholding as a result of a failure to report all interest of ger subject to backup withholding; and								በ	
3. I ar	n a	U.S. citizen or other U.S. person (defined below); and									
4. The	F/	ATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	g is corre	ect.							

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

#### **General Instructions**

Signature of

U.S. person

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments**. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

#### What's New

Sign

Here

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

#### **Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Date



OTHER INFORMATION (REQUIRED)	
Please check:	
1) Have you or will you provide services rendered in California?	Yes No Occasionally
2) Have you or will you receive rent for property located in California?	Yes No Occasionally
3) Have you or will you receive royalties for services originally rendered in California?	☐ Yes ☐ No ☐ Occasionally
4) Have you or will you provide rentals of tangible personal property to be used in California?	Yes No Occasionally
f you answer YES or OCCASIONALLY to 1), 2), 3) or 4), submit a completed California Form 590	or you will be subject to California Nonresident Withholding.



# **2024 Withholding Exemption Certificate**

**590** 

The payee completes this form and submits it to the withholding agent. The withholding agent	nt keeps this form with their records.
Withholding Agent Information	
Name	
Payee Information	
Name	SSN or ITIN FEIN CA Corp no. CA SOS file no.
Address (apt./ste., room)	
City (If you have a foreign address, see instructions.)	State ZIP code
Oity (ii you have a loreign address, see instructions.)	State ZIF Code
Exemption Reason	
Check only one box.	
By checking the appropriate box below, the payee certifies the reason for the exemption from the requirements on payment(s) made to the entity or individual.	he California income tax withholding
Individuals — Certification of Residency: I am a resident of California and I reside at the address shown above. If I become a notify the withholding agent. See instructions for General Information D, Definitions.	onresident at any time, I will promptly
Corporations:  The corporation has a permanent place of business in California at the address shown California Secretary of State (SOS) to do business in California. The corporation will fill corporation ceases to have a permanent place of business in California or ceases to the withholding agent. See instructions for General Information D, Definitions.	ile a California tax return. If this
Partnerships or Limited Liability Companies (LLCs):  The partnership or LLC has a permanent place of business in California at the addres California SOS, and is subject to the laws of California. The partnership or LLC will file or LLC ceases to do any of the above, I will promptly inform the withholding agent. For partnership (LLP) is treated like any other partnership.	e a California tax return. If the partnership
Tax-Exempt Entities:  The entity is exempt from tax under California Revenue and Taxation Code (R&TC) Se Internal Revenue Code Section 501(c) (insert number). If this entity ceases to be the withholding agent. Individuals cannot be tax-exempt entities.	
Insurance Companies, Individual Retirement Arrangements (IRAs), or Qualified Pens The entity is an insurance company, IRA, or a federally qualified pension or profit-shar	
California Trusts:  At least one trustee and one noncontingent beneficiary of the above-named trust is a California fiduciary tax return. If the trustee or noncontingent beneficiary becomes a notify the withholding agent.	
Estates — Certification of Residency of Deceased Person:  I am the executor of the above-named person's estate or trust. The decedent was a Ca The estate will file a California fiduciary tax return.	alifornia resident at the time of death.
Nonmilitary Spouse of a Military Servicemember:  I am a nonmilitary spouse of a military servicemember and I meet the Military Spouse requirements. See instructions for General Information E, MSRRA.	e Residency Relief Act (MSRRA)
CERTIFICATE OF PAYEE: Payee must complete and sign below.	
Our privacy notice can be found in annual tax booklets or online. Go to <b>ftb.ca.gov/privacy</b> to le or go to <b>ftb.ca.gov/forms</b> and search for <b>1131</b> to locate FTB 1131 EN-SP, Franchise Tax Board this notice by mail, call 800.338.0505 and enter form code <b>948</b> when instructed.	
Under penalties of perjury, I declare that I have examined the information on this form, including statements, and to the best of my knowledge and belief, it is true, correct, and complete. I further if the facts upon which this form are based change, I will promptly notify the withholding agent.	er declare under penalties of perjury that
Type or print payee's name and title	Telephone
Payee's signature ►	Date



		Sunnlier Sales	s/Use Tax Status		
_		Supplier Sale.	s, Ose Tax Status		
Tax Identification Number:			Disney Use Only ID#:		
Supplier Name:			Date:		
If you indicate you in—and taxes are	ur compar appropria	ny is registered in a part ately charged, our policy	'Vi g]bYgg'and']g'registered to icular state where you ship pro is to pay the appropriate tax t articular state where you ship pro	oduct to or o your cor	perform services mpany
in—and taxes are <b>k</b>		ed by your company, our	policy is to accrue and remit the		propriate
State		Registration #	State	110	Registration #
Alabama	AL		North Carolina	NC	
Alaska	AK		North Dakota	ND	
Arizona	AZ		Ohio	OH	
Arkansas	AR		Oklahoma	OK	
California	CA		Oregon	OR	
Colorado	CO		Pennsylvania	PA	
Connecticut	CT		Rhode Island	RI	
Delaware	DE		South Carolina	SC	
District of Columbia	DC		South Dakota	SD	
Florida	FL		Tennessee	TN	
Georgia	GA		Texas	TX	
Hawaii	HI		Utah	UT	
Idaho	ID		Vermont	VT	
Illinois	IL		Virginia	VA	
Indiana	IN		Washington	WA	
Iowa	IA		West Virginia	WV	
Kansas	KS		Wisconsin	WI	
Kentucky	KY		Wyoming	WY	
Louisiana	LA		Puerto Rico	PR	
Maine	ME		Canada	CA	
Maryland	MD		Alberta	AB	
Massachusetts	MA		British Columbia	BC	
Michigan	MI		New Brunswick	NB	
Minnesota	MN		New Foundland	NF	
Mississippi	MS		Northwest Territories	NT	
Missouri	MO		Nova Scotia	NS	
Montana	MT		Ontario	ON	
Nebraska	NE		Prince Edward Island	PE	
Nevada	NV		Quebec	QC	
New Hampshire	NH		Saskatchewan	SK	
<u>New nampsime</u>	N.I.I		Yukon Territory	YT	
New Jersey	NJ				
New Jersey New Mexico	NM		Manitoba	MB	
New Jersey New Mexico		Not Pagistara		MB	
New Jersey New Mexico New York	NM NY	Not Registered			orrect.
New Jersey New Mexico New York	NM NY	ertify that the infor	d in any State		orrect.
New Jersey New Mexico New York  Under penalties of per Date:	NM NY		d in any State		orrect.
New Jersey New Mexico New York  Under penalties of per	NM NY	ertify that the infor	d in any State		orrect.

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ACH payment distribution is rong d`Yhjb[ 'h Y']bæfa Uhjcb	•	. ,		< 'D <b>U</b> ma Yblg''
Supplier Name:		Bank Name:		
Bank Address:		City:	State:	Zip:
9-Digit ABA Routing #:	Account#:			☐ Checking☐ Savings
After a Supplier is created in the changes/updates to the following and any bank account related in	ng information: address, tel		•	
☐ We do not have the capabil	ity for Direct Deposit.			
The above ACH Payment inst this agreement are accepted I	•	nless declined above)	and the terms and co	nditions stated in
Signature L	Title:_		Date	e
Printed Name:	Remit	e-Mail Address:		



## Gi dd`]Yf Ck bYfg\ ]d =bZcfa Uh]cb

The Walt Disney Company, its affiliates and subsidiaries are committed to making diverse business enterprises an important part of our sourcing and procurement activities. The information collected below allows us to track our certified (or "qualified") diverse Suppliers. Supplier Name Date Is the company a publicly-owned business in which at least 51% of the stock is owned by: Minority Group Members ☐ Yes ☐ No Women □Yes □No ☐ Decline to Answer Is the company a subsidiary which is wholly owned by a parent corporation, but only if at least 51% of the voting stock of the parent corporation is owned by: Women ☐Yes ☐No Minority Group Members ☐ Yes ☐ No ☐ Decline to Answer Is the company a joint venture in which at least 51% of the joint venture's management and control ("management" means those persons actively involved in the day-to-day management of the business and not merely holding the designation of officers or directors, and "control" means exercising the power to make policy decisions) and earnings are held by: Minority Group Members ☐ Yes ☐ No Women ☐ Yes ☐ No ☐ Decline to Answer Is the company a business in which the management and control the daily operations is done by: Minority Group Members ☐Yes ☐No Women □Yes □No ☐ Decline to Answer Is the company a sole proprietorship at least 51% owned by: Minority Group Members ☐ Yes ☐ No Women ☐ Yes ☐ No ☐ Decline to Answer Please indicate Minority Group Members: Asian Pacific American—A person with origins in Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia, Vietnam, Korea, The Philippines, U.S. Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated State of Micronesia, the Commonwealth of the North Mariana Islands, Guam, Samoa, Macao, Fiji, Tonga, Kiribati, Tuvalu, or Nauru ☐ Subcontinent Asian American—A person with origins in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal Hispanic or Latino American—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race Native Hawaiian or Other Pacific Islander—A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands American Indian or Alaska Native—A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment Black or African American—A person having origins in any of the black racial groups of Africa

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