

UltraLux Transfers — Agency Registration

AGENCY REGISTRATION FORM (Commission Payable to Agency)

Thank you for partnering with UltraLux Transfers. This registration sets up your agency as a commissionable partner. All commission payments will be issued directly to the agency listed below.

Please complete this form and email the signed copy to Ralph@UltraLuxTransfers.com.

Section 1 — Agency Information

Agency Legal Name: _____

DBA (if applicable): _____

Business Structure (LLC / Corp / Sole Prop / Other): _____

Business Address: _____

Agency Phone: _____

Agency Email: _____

Website (optional): _____

Important: Agency name must match the W-9 exactly.

Section 2 — Industry Credentials

Host Agency (if applicable): _____

CLIA Number: _____

IATA / ARC / TRUE Number: _____

Social Media / Profile Link (optional): _____

Section 3 — Tax & Payment Setup

UltraLux Transfers issues commission payments to registered agency partners. Commission payments are issued once per month via ACH to the registered agency.

After this registration form is completed, the agency will be sent a secure request via QuickBooks to provide an IRS Form W-9 and ACH banking details. These items are required in order for commission payments to be issued. All documentation is collected and stored securely through QuickBooks.

Section 4 — Booking Instructions (Required for Commission Eligibility)

Because the agency is the legal payee, every client booking must include the following in the booking notes:

Agency Name — CLIA/TRUE Number — Agent Name

Example: Sunshine Travel Co — CLIA 1234567 — Jane Smith

Commission eligibility requires an exact agency name match, correct format, and a registered agency on file. If required booking data is missing or inaccurate, UltraLux Transfers cannot guarantee commission payment.

Section 5 — Client Terms & Conditions Acknowledgment

By signing this agreement, the agency acknowledges responsibility to provide UltraLux Transfers' Terms & Conditions to all clients prior to booking and confirms that completing a booking represents client acceptance of those Terms & Conditions. The agency acknowledges UltraLux Transfers is the transportation provider and the agency acts as an independent travel advisor.

Section 6 — Independent Contractor Acknowledgment

The agency understands this partnership does not create an employment relationship and commissions are paid as independent contractor earnings.

Section 7 — Agreement & Signature

Authorized Signer Name: _____

Title: _____

Signature: _____

Date: _____