

# UltraLux Transfers — Direct Advisor Registration

## DIRECT ADVISOR REGISTRATION FORM (Commission Payable to Individual Advisor)

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

Please complete this form and email the signed copy to [Ralph@UltraLuxTransfers.com](mailto:Ralph@UltraLuxTransfers.com).

### ***Section 1 — Advisor Information***

Advisor Full Legal Name: \_\_\_\_\_

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

Business Structure (LLC / Sole Prop / Other): \_\_\_\_\_

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

Primary Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website / Social Link (optional): \_\_\_\_\_

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

### ***Section 2 — Industry Credentials***

Host Agency (required): \_\_\_\_\_

CLIA Number: \_\_\_\_\_

IATA / ARC / TRUE Number: \_\_\_\_\_

### ***Section 3 — Tax & Payment Setup***

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

After this registration form is completed, the advisor 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 you are the legal payee, every client booking must include the following in the booking notes:

Advisor Name — Agency Name — CLIA/TRUE Number

Example: Jane Smith — Sunshine Travel Co — CLIA 1234567

Commission eligibility requires exact spelling, correct format, and an approved W-9 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 advisor 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 advisor acknowledges UltraLux Transfers is the transportation provider and the advisor acts as an independent travel advisor.

### ***Section 6 — Independent Contractor Acknowledgment***

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

### ***Section 7 — Agreement & Signature***

Advisor Name: \_\_\_\_\_

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

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