



Dear Travel Professional:

Thank you for your interest in selling Grand Canyon Railway. The Railway is the ideal way to provide your valued clients with a memorable Grand Canyon experience they won't soon forget.

In order to process your commission, we need to input specific information into our financial database. Please complete the form on page 2 as well as the W-9 on page 3. Once both forms are completed, **please fax the paperwork to (303) 297-3175.**

This will allow us to establish a profile for your agency in our reservation system and facilitate your commission payment.

After your account has been setup, should you need any sales support, please contact us at (928) 773-1976 x2256 or [sales@thetrain.com](mailto:sales@thetrain.com)

Warmest Regards,

Grand Canyon Railway

## GRAND CANYON RAILWAY NEW ACCOUNT SET-UP

**Register with Grand Canyon Railway and receive commission for selling historic rail vacations to the Grand Canyon.**

You'll need to submit a few documents. When finished, please fax your paperwork to:

Grand Canyon Railway, Attn: New Account Registration  
Fax: (303) 297-3175

We request that you submit:

- W-9 (at the end of this document)
- ARC/IATA/CLIA letter of accreditation
- Please fill out the following information and include this document in your fax:

<b>Legal Business Name:</b>	
<b>Agency Name (if different than above)</b>	
<b>Address 1:</b>	
<b>Address 2:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code/Postal Code:</b>	
<b>Country:</b>	
<b>Website:</b>	
<b>Master Contact:</b>	
<b>Master Email:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>IATA #:</b>	
<b>ARC #:</b>	
<b>CLIA #:</b>	
<b>Hotel Partner (Assigned by GCR):</b>	
<b>Consortium / Club / Affiliation:</b>	
<b>Confirmation Numbers of Current Reservations:</b>	

We encourage you to make a reservation for your client now. Please add the booking confirmation number to this registration form. We will be sure to attach your profile to the reservation(s) to ensure you receive commission. If confirmation numbers are not added, it is the travel agent's responsibility to follow-up. Additionally, once guest has traveled, paid commission is not retroactive.

**Please fax your documentation to (303) 297-3175.**

Questions? Please call our sales department if you have questions at (928) 773 1976 x2256.

*Please note we require 3 business days for processing before your account can be set up. We cannot pay commission on a reservation that is booked and traveled inside 3 business days.*

This box is for internal use.

\_\_\_\_ Acct \_\_\_\_\_ Date \_\_\_\_\_ Lawson ID \_\_\_\_\_ Rez

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				

Employer identification number								
				-				

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**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 on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

**General Instructions**

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

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.