

1. On www.bestwestern.de, enter the city or the name of the desired hotel in the search mask

**BW | Best Western®
Hotels & Resorts**

HOTEL SEARCH MAP SEARCH

WHERE ARE YOU LOOKING FOR A HOTEL?

Germany City

ONE SPECIFIC HOTEL?

Hotel name (optional)

ARRIVAL: 11/08/2019 DEPARTURE: 11/09/2019 NIGHTS: 1

ADULTS: 1 CHILDREN: 0 SGL: 1 DBL: 0

INCLUDE SURROUNDING AREAS?

[LOGIN](#) FIND HOTEL

2. Continue with the booking until you reach the input mask **YOUR PERSONAL CUSTOMER DATA** at the end of the booking. Enter the data of the travelling guests there. Directly below you will find the field **FOR TRAVEL OFFICES (IATA)** and enter your pseudo-IATA number here.

YOUR PERSONAL CUSTOMER DATA

Title

First name*

Name*

Street*

No.*

Zip code*

City*

Country*

State

E-mail address*

Confirm e-mail address*

Area code (incl. country code)*

Telephone number*

Rewards member number

Are you a Best Western Rewards member?

If so, please enter your member number here.

Not yet a member?

Further information on the program will be provided in your booking confirmation.

FOR TRAVEL AGENCIES (IATA)

Please enter your IATA no. here:

**COMMISSIONABLE PSEUDO-IATA
NUMBER REQUEST FORM**

This form is used by a Travel Agent, Tour Operator or Best Western Business Partner to request a Pseudo-IATA Number for the Best Western International reservation system. Pseudo-IATA Numbers are only available for entities that are not presently accredited with an IATA/ARC/CLIA numeric code.

Please type or print clearly

CHECK APPROPRIATE BOX: NEW PSEUDO-IATA REQUEST (Bitte zutreffendes ankreuzen) CHANGE IN INFORMATION (INSERT CHANGES BELOW) (Änderungsmitteilung, bitte Änderungen unten eintragen)

COMPANY NAME: _____
(Name des Reisebüros)

TELEPHONE NUMBER: _____
(Telefonnummer)

COMPANY ADDRESS: _____
(Straße und Hausnummer des Reisebüros)

FAX NUMBER: _____
(Faxnummer)

CITY, COUNTRY, POSTAL CODE: _____
(Stadt, Land, Postleitzahl)

CONTACT NAME: _____
(Ansprechpartner)

E-MAIL ADDRESS: _____
(Email Adresse)

DO YOU PAY A YEARLY MEMBERSHIP FEE TO PEGASUS COMMISSION PROCESSING? ___ YES ___ NO
(Zahlen Sie einen jährlichen Mitgliedsbeitrag an Pegasus zur Kommissions-Abwicklung?)

NAMES OF COMPANY OFFICERS: _____
(Namen der Inhaber, Geschäftsführers)

WHERE INCORPORATED: _____
(Registriert in welcher Stadt?)

REGISTRATION NUMBER: _____
(Handelsregisternummer o. Nummer der Gewerbeanmeldung)

WEBSITE ADDRESS / URL: _____
(Webseite)

BANK REFERENCE: By signing this application, you allow us to contact your bank as a reference.
(Mit Ihrer Unterschrift erlauben Sie uns eine Referenz Ihrer Bank einzuholen)

BANK NAME: _____
(Name Ihrer Bank)

BANK TELEPHONE NUMBER: _____
(Telefonnummer Ihrer Bank)

BANK ADDRESS: _____
(Straße und Hausnummer Ihrer Bank)

BANK CITY, COUNTRY, POSTAL CODE: _____
(Stadt, Land und Postleitzahl Ihrer Bank)

BANK CONTACT NAME: _____
(Ansprechpartner Ihrer Bank)

E-MAIL ADDRESS: _____
(Email Ihrer Bank)

COMMISSION RATE TO BE PAID TO TRAVEL AGENT, TOUR OPEATOR OR BEST WESTERN BUSINESS PARTNER:

10% BOOKING COMMISSION

BOOKING COMMISSION OF ____%

TERMS AND CONDITIONS FOR NON-ACCREDITED IATA/ARC/CLIA OPERATORS

1. The Best Western International, Inc. (“Best Western”) Pseudo-IATA Number is for use only by bona fide travel agencies, tour operators or business partners not presently accredited with an IATA/ARC/CLIA numeric code. Individual customers or commercial accounts do not qualify for assignment of a Best Western International Pseudo-IATA Number. Pseudo-IATA’s are eligible for commission on the commissionable revenue of the reservation as reported by the hotel through our BestCheque commission payment processing program.
2. Pseudo-IATA commissions paid are subject to transaction fees. The Best Western Pseudo-IATA Number is for use only when booking commissionable reservations at Best Western properties. This number is issued for your convenience and does not entitle the recipient to a travel agent discount.
3. The Best Western Pseudo-IATA Number is assigned to facilitate identification of the travel agencies, tour operators or business partners. The number must be included on the original commissionable reservation at the time of booking. The number is business confidential and it may not be given to or shared with any third party. Unauthorized use of the number will result in cancellation of the number. The applicant assumes full responsibility, to include financial liability, for any misuse of the assigned number.
4. The travel agencies, tour operators or business partners is responsible for notifying Best Western of any changes to the information provided above or if the number is no longer required.
5. Best Western, in its sole and absolute discretion, may inactivate and/or disable the number without written notification.
6. IN SIGNING THIS APPLICATION, THE TRAVEL AGENCY, TOUR OPERATOR OR BUSINESS PARTNER:
 - a. CONFIRMS THE ACCURACY AND LEGITIMACY OF THE INFORMATION PROVIDED;
 - b. ACKNOWLEDGES AN UNDERSTANDING OF THE TERMS AND CONDITIONS OF THIS APPLICATION;
AND
 - c. AGREES TO ABIDE BY THE TERMS OF AND CONDITIONS OF THIS APPLICATION.

TRAVEL AGENCY, TOUR OPERATOR OR BUSINESS PARTNER

AUTHORIZED SIGNATURE
(provide copy of passport)
(Autorisierte Unterschrift; Bitte Ausweiskopie beilegen)

NAME (PLEASE PRINT)
(Name in Druckschrift)

DATE
(Datum)

TITLE
(Position)

COMPLETED APPLICATIONS MUST BE EMAILED TO THE TRAVEL AGENCY SUPPORT SERVICES DESK AT travelagent@bestwestern.com FROM THE EMAIL ADDRESS OF THE BEST WESTERN REQUESTING REPRESENTATIVE. THE COMPLETED APPLICATION MUST INCLUDE THE FOLLOWING:

- **A LINK TO A GOVERNMENT CONTROLLED REGISTRAR WEBSITE WHICH PROVIDES COMPANY INFORMATION.**

WEBSITE ADDRESS / URL: _____

- **A COMPLETED IRS FORM W-9 OR W-8, OR IF UNAVAILABLE/NOT APPLICABLE, A GOVERNMENT ISSUED BUSINESS CERTIFICATE OR LICENSE.**
- **A PASSPORT COPY OF AUTHORIZED SIGNATURE NOTED ABOVE.**

***** BEST WESTERN INTERNAL USE ONLY *****

BEST WESTERN REQUESTING REPRESENTATIVE (AFFILIATE CEO, MLA CEO, OR BEST WESTERN VP)

I HEREBY CERTIFY THAT IT IS IN THE BEST INTERESTS OF BEST WESTERN TO GRANT THIS PSEUDO-IATA AND THAT I AM NOT AWARE OF ANY CONFLICTS OF INTERESTS RELATED TO THIS APPLICATION.

ON BEHALF OF: _____

AUTHORIZED SIGNATURE

DATE

CARMEN DÜCKER

NAME (PLEASE PRINT)

CEO GERMANY

TITLE

BEST WESTERN CHIEF FINANCIAL OFFICER OR DESIGNEE

REVIEWED AND APPROVED:

AUTHORIZED SIGNATURE

DATE

NAME (PLEASE PRINT)

TITLE

BEST WESTERN TRAVEL AGENT HELP DESK

ASSIGNED PSEUDO-IATA: _____

DATE ASSIGNED: _____

PERSON NOTIFIED: _____

DATE NOTIFIED: _____