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# *Travel Agent Verification Process*

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To become verified, travel agents must submit documents via email or fax. Please submit the following forms and agency information:

- Copy of valid travel agent Certificate
- Copy of valid Tax ID form (reference Appendix B)
- For travel agents based in the United States, a completed W-9 form: [irs.gov/pub/irs-pdf/fw9.pdf](https://irs.gov/pub/irs-pdf/fw9.pdf)
- For travel agents based anywhere outside of the United States, a completed W-8BEN form: [irs.gov/pub/irs-pdf/fw8ben.pdf](https://irs.gov/pub/irs-pdf/fw8ben.pdf)
- Travel agency information is to be provided on company letterhead with the following information:
  - Name of Business
  - Mailing Address
  - Email Address
  - Phone Number

Note: This information must be received prior to the guests' stay in order to receive commission. Rates must also be notated as commissionable and management reserves all rights.

Please contact our Resort Services Team at [gdsagent@venetianlasvegas.com](mailto:gdsagent@venetianlasvegas.com), fax 702.414.4805, or call 702.414.4100 for assistance or any questions.