

☐ **Complete and return Airlines Clearing House Membership Application & User Account Setup Form**

Include designated:

- Treasury contacts
- Recipients for email notifications
- Staff that will need access to our Settlement Management and Reporting Tool (SMART) website.

☐ **Complete and return Airlines Clearing House Associate Membership Agreement**

A fully executed copy will be returned for your files.

☐ **Provide copy of Settlement Concurrence**

To join, you must be signatory to one or more of the following agreements. Include a copy of any one of the four agreements with your application but no later than 90 days after ACH membership is approved.

- A4A Interline Traffic Agreement
- IATA Multilateral Interline Traffic Agreement
- Universal Air Travel Plan (UATP) Participation Agreement
- Bilateral interline traffic agreement with at least one airline member of Airlines Clearing House or the IATA Clearing House.

Please note: To settle invoices in the Miscellaneous (Non-Transportation) category through Airlines Clearing House, the underlying agreement between you and the other party must provide for settlement through the Airlines Clearing House or IATA Clearing House. A copy of the agreement or letter certifying the settlement provisions is not required unless specifically requested by Airlines Clearing House.

☐ **Foreign Currency Settlement Form**

Complete this form if settlement is required in CAD, EUR, GBP or another foreign currency. Otherwise, settlement will be in USD and completion of this form is not required.

☐ **Remit Application Fee and Deposit**

- \$1,000 nonrefundable application fee
- \$5,000 refundable ACH Participant Deposit

ACH will send an invoice by email for the application fee and ACH Participant Deposit. Remit payment to:

Domestic

US Bank
425 Walnut Street
Cincinnati, OH 45202
Bank Account No. 130117954607
ABA No. 042000013

International

US Bank
425 Walnut Street
Cincinnati, OH 45202
Bank Account No. 130117954607
SWIFT Code: USBKUS44IMT



Establish settlement bank account at Clearing Bank

- Complete the US Bank account opening documents and submit to US Bank
- Complete Form W-8BEN if required
- Deposit and maintain a minimum balance of \$1,000 in the account



Register for Simplified Invoicing and Settlement (SIS) e-invoicing through IATA online portal

Information available at: <https://www.iata.org/en/services/finance/sis/airlines/>.

Refer to the User Guide on this website to access the forms and submit the online application using the IATA Customer Portal.

SIS application requires the following:

- Signed Standard Agreement for SIS Participation (ISPA)
- Super User details form
- Copy of your company legal registration
- List of shareholders/owners and percentage of ownership for your company

Learn how to use SIS with the SIS User Guide, IS-WEB tutorial videos, and reference documentation at: <https://www.iata.org/en/services/finance/sis/airlines/#tab-2>.



Review Associate Member Fees Schedule

Includes:

- Airlines Clearing House account fees
- IATA SIS e-invoicing fees
- US Bank demand deposit account fees



Review ACH Settlement Regulations

This document has important information for all participants extracted from the ACH Manual of Procedure:

- US Bank Commercial Customer Service contact details
- Deadlines for billing data submission, timing of settlement report distribution, and timing of settlements
- Requirements for funding your settlement balance due when you are a debtor
- Actions that ACH takes and resulting consequences, including penalties, for failing to fund your settlement balance due by the deadlines
- Withdrawal, suspension and termination of ACH Clearing House membership