



IATA TTBS Reporting Form

User Guidelines

Version 1.0



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About and Definition of Terms

The IATA TTBS Reporting Form is the online form used to file any amendment to existing taxes, fees and charges or for filing new codes for taxes, fees or charges.

Amendments to existing taxes, fees and charges could be one of 2 forms: **(1)** amendment to an **official amount** or **(2) carrier specific amount**.

To be considered an **official amount**, the following conditions must exist:

1. Minimum amount for all; fixed, not variable amount
2. Unavoidable; charges are imposed on everyone that uses a given facility.
3. Levied on all carriers with the same terms and conditions and NOT prohibited from collection or where legislation specifically requires individual carriers to obtain permission to apply a fee or charge these will be considered as official amounts however they will be considered as applicable to carrier XX only.
4. Levied on a per passenger basis.
5. Mandated based on law or regulation in legislation or published by airport authority in schedule of charges.
6. Excludes individual agreements between airports and airlines.

If an amendment does not satisfy all the criteria above, it may be considered a carrier specific amount. An amendment filing is a **carrier specific amount** if:

- It is supported by an official document with a specific mention that it is for a specific carrier only; and/or
- If at least one of the conditions to qualify for an official amount is not met.

All other carrier specific filings not covered by an official document should be filed directly with ATPCO as a **carrier exemption**.

New Tax, Fee, Charge (TFC) filing can be one of 2 forms: **(1) Creation of a new TFC** or a **(2) Conversion of non-ticketable to ticketable TFC**.



Form for New Taxes, Fees and Charges

This form is used to file for new codes for taxes, fees and charges

New Tax, Fee, Charge (TFC) filing can be one of 2 forms: **(1) Creation of a new TFC** or a **(2) Conversion of non-ticketable to ticketable TFC**.

Determine if the filing falls into any of the following.

(a) TFC rate same for all airports

Choose this option when one (1) new tax, fee or charge (TFC) amount applies to all airports.

(b) TFC rate different per airport: one (1) to three (3) airports

Choose this option when the new tax, fee or charge (TFC) amount applies to either one (1) up to three (3) airports. Example: one rate is applied to airport MNL, another rate is applied to CEB, another rate is applied to CLK.

For **(a) and (b) scenarios above**, follow the steps:

Step 1 - Access the TTBS Database: <https://ttbs-ratd.iata.org>

Note 1: If you have not filed an IATA Reporting Form with TTBS before, kindly register here: <https://ttbs-ratd.iata.org/TTBS-RATD/Register.aspx>

Note 2: *Those who have access to the old Form 3 are automatically given access to the new version and there is no need to re-register.*

Step 2 - Set the page to 100% for optimum viewing

Step 3 - Start filling up the fields.

There are hover-over definitions per field which provide more information on what is required.

In case you do not see the applicable taxes, fees or charge code you need under the TAXES, FEES, CHARGES dropdown, populate the TAXES, FEES, CHARGES NOTES



APPLICATION DESCRIPTION FIELDS are used to describe how the taxes, fees or charge will be applied;

For PERCENTAGE TAX, MINIMUM and MAXIMUM TAX may apply. If it does not apply, leave them blank;

SPECIAL NOTES FIELDS are used for any filing carrier instructions not captured in the form;

POINT OF SALE

Country Code and Name: choose "ALL COUNTRIES" if the TFC applies worldwide regardless of the point of sale. Otherwise, choose the country of point of sale applicable. Press control select for multiple countries.

City Code and Name: choose "ALL CITIES" if the TFC applies nationwide and worldwide regardless of the point of sale. Otherwise, choose the city of point of sale applicable. Press control select for multiple cities.

State Code and Name: Choose from dropdown, the state for which the point of sale is applicable. If the states applicable are more than one, kindly indicate the state codes under the SPECIAL NOTES

Exemptions guidelines: Please refer to ANNEX A, USER GUIDE FOR EXEMPTIONS

Before pressing "Process" button at the end, ensure that the official documents to support the filing is attached.

Step 4 - Wait for the email notification with the filing reference number and summary report

Step 5 – TTBS will send a draft bulletin and sets of questions for your comments and approval

Step 6 – Filing carrier reviews and answers the draft bulletin

Step 7 – TTBS will publish the bulletin to TTBS Daily customers

Step 8 – TTBS will update the TTBS database

(c) TFC rate different per airport: four (4) airports or more use an Excel Mass Uploader.

Same procedure as (a) and (b) above but there is an additional process for Step 3 - Download the Excel Mass Uploader and fill out 2 worksheets as follows:



1 - Tax Change Summary

Airline Name: Full name of the airline

Airline IATA-Code:* 2-character code

ISO Country Code:* 2-ISO code

TFC Code:* 2-character code

Name of TFC:* Full name of the taxes, fees, charges based on the TTBS

Country name: Full country name

2 - Rates Change details

Airport Code	Effective date for tickets issued on/after	Effective date for Travel on/after	Expiry date	TTBS Details	Amount	Currency Code	Percentage %*	Alternative Amount	Alternative Currency Code
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Airport Code: 3-letter code

Effective date for tickets issued on/after: Please enter date in format DD-MMM-YYYY

Effective date for travel on/after: Please enter date in format DD-MMM-YYYY

Expiry date: Please enter date in format DD-MMM-YYYY

TTBS details: Description of the filing. Example: Domestic Departures Adult rate.

Amount: Format should have 2 decimal places

Currency Code: 3-letter code

Percentage: rate in % if applicable

Alternate Amount: if applicable

Alternate Currency: if applicable

Form for Amendment in Taxes, Fees and Charges

This form is used to file for amendments to existing taxes, fees and charges or filing for carrier specific amounts.



Amendments to existing taxes, fees and charges could be one of 2 forms: **(1)** amendment to an **official amount** or **(2) carrier specific amount**.

This form is used to file for new codes for taxes, fees and charges

New Tax, Fee, Charge (TFC) filing can be one of 2 forms: **(1) Creation of a new TFC** or a **(2) Conversion of non-ticketable to ticketable TFC**.

Determine if the filing falls into any of the following.

(d) TFC rate same for all airports

Choose this option when one (1) new tax, fee or charge (TFC) amount applies to all airports.

(e) TFC rate different per airport: one (1) to three (3) airports

Choose this option when the new tax, fee or charge (TFC) amount applies to either one (1) up to three (3) airports. Example: one rate is applied to airport MNL, another rate is applied to CEB, another rate is applied to CLK.

For **(d) and (e) scenarios above**, follow the steps:

Step 1 - Access the TTBS Database: <https://ttbs-ratd.iata.org>

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Note 2: *Those who have access to the old Form 3 are automatically given access to the new version and there is no need to re-register.*

Step 2 - Set the page to 100% for optimum viewing

Step 3 - Start filling up the fields.

There are hover-over definitions per field which provide more information on what data are needed for a particular field;

In case you do not see the applicable taxes, fees or charge code you need under the TAXES, FEES, CHARGES dropdown, populate the TAXES, FEES, CHARGES NOTES

APPLICATION DESCRIPTION FIELDS are used to describe how the taxes, fees or charge will be applied;

For PERCENTAGE TAX, MINIMUM and MAXIMUM TAX may apply. If it does not apply, leave them blank;



SPECIAL NOTES FIELDS are used for any filing carrier instructions not captured in the form;

POINT OF SALE

Country Code and Name: choose “ALL COUNTRIES” if the TFC applies worldwide regardless of the point of sale. Otherwise, choose the country of point of sale applicable. Press control select for multiple countries.

City Code and Name: choose “ALL CITIES” if the TFC applies nationwide and worldwide regardless of the point of sale. Otherwise, choose the city of point of sale applicable. Press control select for multiple cities.

State Code and Name: Choose from dropdown, the state for which the point of sale is applicable. If the states applicable are more than one, kindly indicate the state codes under the SPECIAL NOTES

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1 - Tax Change Summary

Airline Name: Full name of the airline

Airline IATA-Code:* 2-character code



*ISO Country Code**: 2-ISO code

*TFC Code**: 2-character code

*Name of TFC**: Full name of the taxes, fees, charges based on the TTBS

Country name: Full country name

2 - Rates Change details

Airport Code	Effective date for tickets issued on/after	Effective date for Travel on/after	Expiry date	TTBS Details	Amount	Currency Code	Percentage %*	Alternative Amount	Alternative Currency Code
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Airport Code: 3-letter code

Effective date for tickets issued on/after: Please enter date in format DD-*MMM*-YYYY

Effective date for travel on/after: Please enter date in format DD-*MMM*-YYYY

Expiry date: Please enter date in format DD-*MMM*-YYYY

TTBS details: Description of the filing. Example: Domestic Departures Adult rate.

Amount: Format should have 2 decimal places

Currency Code: 3-letter code

Percentage: rate in % if applicable

Alternate Amount: if applicable

Alternate Currency: if applicable

Support

For any TTBS filing related queries, kindly send them to this email address: ttbs@iata.org and quote the filing reference number.

