



## IATA Travel Agent Service Fee (TASF) – Service Description

### Creating TASF Transactions

Your CRS will provide information on how to create TASF transactions for delivery to IATA.

Please note that IATA does not control the TASF functionality of any CRS, and that all questions relating to CRS TASF functions should be directed to them.

### TASF Transaction Types

Please refer to CRS instructions for availability of TASF transactions types on individual CRSs. The following describes the TASF transaction types supported by IATA.

#### Cash TASF Transactions

Service fees paid in cash by your clients can be sent to IATA for reporting. The details of the service fee will be included on your Agent Billing Analysis (see reporting), including the amount of the service fee, and any associated airline ticket number that you report.

There is no settlement associated with cash TASF transactions.

#### Credit Card TASF Transactions

TASF transactions can be created for all of the major credit card types – American Express – Diners Club – Visa – MasterCard –UATP (Airplus).

IATA will pay you the value of all credit card service fee transactions in your normal BSP settlement.

TASF transactions will appear on cardholders statements described as “**IATA Agent - Service Fee**”. Please ensure that your client is aware of this – it will avoid unnecessary cardholder queries and possible rejections.

Agents can associate TASF transactions with an airline ticket number associated with the service fee. It is strongly recommended that you use this facility for all TASF transactions as it greatly assists your clients in reconciling service fees on their credit card statement.



## **Reporting**

IATA will report the following information for all TASF transactions you submit on your Agent Billing Analysis, under Airline Number 954 - IATA.

### **Cash TASF Transactions**

Date of transaction

TASF Ticket number – ticket number of TASF transactions 954 952 etc.

TASF Amount – the amount of the service fee

Associated Ticket Number – in comments, and if provided by you.

### **Credit Card TASF Transactions**

Date of transaction

TASF Ticket number – ticket number of TASF transactions 954 952 etc.

TASF Amount – the amount of the service fee

Credit Amount – the amount that will be credited to you in the BSP settlement (= TASF Amount)

Credit Card Type and Number – in comments

Associated Ticket Number – in comments, and if provided by you.

## **Payment**

You will be credited with the full amount of all credit card TASF transactions you submit during a BSP Billing Period on the Settlement Day for that period.

## **Fees and Charges**

You will be charged, by ADM from **953 IATA (note: TASF reported under 954, billed under 953):-**

- BSP Processing Fees – for every TASF transaction that you submit to IATA (cash or credit card)
- CRS Fees – for every TASF transaction you submit (if applicable)
- Card Service Fees – for credit card TASF transactions, an amount depending on the value of the service fee and the fee rate applicable to each card type.

BSP Processing Fee, applicable card service fees, and CRS Fees for each BSP are detailed in the Agent Terms and Conditions for TASF.

## **Invoices**

In addition we will send you a monthly invoice for TASF processing fees, which will include details of:-

- Number of TASF transactions
- BSP Processing Fee
- CRS Handling Fees (if applicable)
- VAT