



Irrevocable Letter of Credit

Date: _____

Full Name of Bank Issuing this Letter

Street Address

_____, _____, _____
City State Zip Code

Telephone No.

E-mail Address

To: Airlines Reporting Corporation (ARC)
3000 Wilson Boulevard, Suite 300
Arlington, VA 22201

Re: _____
Enter the full legal name of Travel Agent¹ and DBA, if any;
the legal name must be identical to the legal name on the ARC application

City: _____ State: _____

IRREVOCABLE LOC NO. _____

At the request of _____, we hereby

Full legal name of Travel Agent

establish our Irrevocable Letter of Credit in your favor and authorize you to draw on us to an aggregate the amount of

USD _____ (\$ _____), and we engage with you that all drafts at sight drawn under and in compliance with the terms of this credit will be fully honored by us if presented at this office on or before:

_____ (Date – minimum one year term) or any extended date, provided:

1. This Letter of Credit shall be automatically extended without amendment for an additional period of one year from the present or each future expiration date unless we have notified you in writing, not less than sixty (60) days before such expiration date, that we elect not to renew this Letter of Credit. Our notice of such election shall be sent certified/registered mail, or sent by priority delivery service, to your above address (or such other address as you may advise us of in writing) to the attention of "Financial Guaranty Services."
2. Any draft(s) drawn by you under this Letter of Credit shall be accompanied by a letter executed by an authorized official (or one describing himself or herself therein as an authorized official) of Airlines Reporting Corporation ("ARC") stating as follows:
"Claims have been submitted or may be submitted to ARC by carriers, or by ARC itself, for tickets or other instruments of value issued on ARC traffic documents which were supplied, in paper and electronic versions, in trust by ARC to the travel agent; and for which the travel agent is monetarily responsible. The claims remain or may remain unpaid by the travel agent and the funds represented by the attached draft(s) are required for the protection of ARC and the carriers."
3. Your acceptance of this credit will constitute your agreement to repay to us within six (6) months after your receipt of the funds paid to you hereunder to the extent that such funds exceed the total amount of claims paid or to be paid by you to carriers of ARC for unpaid documents.
4. We hereby agree with you that all draft(s) drawn under and in compliance with the terms of this LOC will be fully honored upon presentation, as specified herein, without additional endorsement. We further agree that LOC proceeds shall be paid without deduction, set-off or counter claim, and any banking charge(s) is for the account of the applicant and will not be deducted from the proceeds.
5. Partial Drawings are permitted.

Print name and title of authorized bank official

Bank Seal

Signature of authorized bank official²

¹ The term "Agent" includes, as applicable, "ARC Accredited Agent" ("Agent"), "Corporate Travel Department" ("CTD"); "Sovereign Entity Agent" ("SEA") or a "Sovereign Entity CTD" ("SECTD").

² By separate letter accompanying this Letter of Credit, the bank has certified the authenticity of the officer's signature and the authority of the officer. A photocopy of this letter of credit form may be used by your bank if it bears an Original Signature and Seal and is otherwise filled out as an Original document.



Certification Letter - Irrevocable Letter of Credit

Certification Letter for an Irrevocable Letter of Credit

Applicants and agents who submit an irrevocable letter of credit must also submit a certification letter from the bank issuing the letter of credit. This document should confirm that the bank official who signed the letter of credit is authorized to execute the letter of credit and affirm the authenticity of his or her signature on said letter of credit.

If not using this template, please copy and paste the information below onto Bank Letterhead.

Date: _____ ARC Number/Pending Number _____

Re: _____

Enter the full legal or Corporate name of Agency and DBA, if any

_____ at the request of
Name of Bank

Enter the full legal or Corporate name of Agency and DBA, if any; the legal name must be identical to the legal name on the ARC application

has provided its Irrevocable Letter of Credit, No. _____ which is attached hereto in the amount of

USD _____ (\$ _____), dated _____ in your favor.

This will certify that _____
Printed name and title of authorized bank official that signed the letter of credit

is authorized to provide and execute the attached Irrevocable Letter of Credit, that the signature appearing on said Letter of Credit is authentic, and that the bank has complied with all FDIC or NCUA requirements and other applicable laws in connection with the issuance of such Letter of Credit.

Print name and title of certifying bank official (cannot be the same individual as the certifying employee noted above)

Signature of certifying bank official