



21 October 2024

## Your IATA Annual Fees, Everything You Need to Know!

Dear IATA Travel Agent,

We would like to let you know that by **31 October**, we will be issuing the invoice(s) corresponding to your IATA annual fees.

### What does this mean?

- **By 31 October**, your annual fee invoice(s) will be available for your Head Office / Head Entity on **Simplified Invoicing and Settlement (SIS)** service in the [IATA Customer Portal](#).
- Access to SIS service is automatically granted to your company's Invoicing contact(s) in the [IATA Customer Portal](#). Your company's IATA Customer Portal Administrator can easily assign or remove "Invoicing Contacts" (A guide on how to access SIS can be found [here](#)).
- Your company's Invoicing contact will receive an email notification from SIS once the invoice is available on the platform.
- Another copy of the same invoice will be available on your Head Office / Head Entity BSPlink by 31 October.
- In your annual fee invoice, you can find: the exact amount due, the payment due date, as well as the payment method of your IATA annual fees.

### All the information you need ahead of IATA annual fees

- All details related to your IATA annual fee pricing can be found [here](#).
- We have prepared a comprehensive [FAQ on the IATA Annual Fees](#) and you can access it by:
  - Using the 'Search' functionality available on the home page of the [IATA Customer Portal](#).
  - Then typing 'Annual Fee'.
  - You will get instant answers to all your questions under the FAQ section.

### Important: fraud awareness information!

- Beware of any possible hoax mails or fraudulent emails that you may receive during this period.
- Your verified invoice will be available only through the channels mentioned above.
- Please delete them, and only follow the payment instructions on your IATA annual fee invoice(s) and you can report them through [fraud.reporting@iata.org](mailto:fraud.reporting@iata.org)

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