

# DIRECT DEPOSIT

An easy way for you to be paid  
**COMMISSIONS**

Apple Vacation offers Direct Deposit program that is available to ALL agencies. This program will allow agencies to receive commission payments from Apple Vacations in a timely and secure manner!

This program is optional and FREE of charge to the agency. All you have to do is complete this form and return it to us along with a voided check. We'll do the rest!

If you are all ready signed up for Direct Deposit and need to submit updated information. Please circle **UPDATE** and fill out the form below.

To sign up for this new program, please fill out the form below and mail to:

**Apple Vacations**

Attn: Inside Sales Department, 101 Northwest Point Blvd., Elk Grove Village, IL 60007

OR fax to: 847-640-1562

OR email to: appleinsidesales@applevac.com

Be sure to include all required information, **only complete applications will be processed.**

Agency Apple Identificaiton ) # (Agency IATA/CLIA, etc.)

Owner/Manager Name:

Owner/Manager Signature:

Select type:  checking  savings

To help you in reconciling your commission payments, a list of all payment amounts will be sent via email or fax (see sample below) to your agency's Owner/Manager.

For email statements provide the preferred email address:

For fax statements provide your agency for number:

**A copy of a voided check or letter of verification from bank must be included with this request form (copy must be legible).**

**This documentation will be used to obtain all necessary data to establish a direct deposit for your agency.**

Commission payouts for bookings will continue to be processed approximately 2 weeks after travel. Bank account and email management is the responsibility of the Travel Agent. If bank account or email address is closed or changed, Inside Sales will need to be notified by agency. Agencies not registered for this program will incur a \$3.00 per check fee.

**SAMPLE EMAIL**

From: Apple Vacations <fiachpay@applevac.com>  
To: <agent@abcagency.com>

ARC# : 12345678  
100 ANY ST  
WEST CHESTER  
PA - 19380

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Your account : \*\*\*\*\*3280 is credited with the commission due from Apple Vacations PHL.  
Below are the Details :

Doc. No	Invoice Dt	Invoice No	Description	Net Amount
0020000263	03/24/2011	0012345678	* Commission - J.SMITH	41.00
0020000264	03/24/2011	0013579012	* Commission - B.DOE	179.80
0020000265	03/25/2011	0024680135	*Refund - T.SIMMONS	500.00
0020000266	03/27/2011	0019191234	* Commission - F.JOHNSON	1,245.80
0020000267	03/28/2011	0050998877	* Commission - D.ADAMS	238.60
Total Commission				2,205.20