

## Creating an Independent Agent List

Steps to create an independent agent spreadsheet:

1. Select Excel template, Independent Agent Template, xlsx. This is found in the **Forms** tab and listed under the **Additional Documents** section of our website, <http://www.oag.ca.gov/travel/forms>.
2. Please review the instructions provided below. Any errors to the spreadsheet will result in being sent back for corrections.
3. Once completed, save the Excel sheet and attach to your email.
4. Email to: [sellers.travel@doj.ca.gov](mailto:sellers.travel@doj.ca.gov)

Note: Please be sure to provide your business name and CST number in the email as well

First Name	Middle (optional)	Last Name	Street Address	Street 2 (optional)	City	State	Zip	Country	Telephone	Business Name (optional)
SAMPLE										

1. The spreadsheet heading must be in this order: First Name, Middle (optional), Last Name, Street, Street 2 (optional), City, State, Zip, Country, Telephone, Business name (optional)
2. Do not use any special characters, i.e., commas, apostrophes
3. No line breaks. (Do not "TAB" additional street information in same cell)
  - Example of line break:

First Name	Middle (optional)	Last Name	Street	Street 2 (optional)	City	State	Zip	Country	Telephone	Business name (optional)
Seller	Of	Travel	30 Spring St. Suite 1702 →		Los Angeles	CA	90013	USA	213-269-6564	CA SOT LLC

4. You may use parentheses () or dash - when spacing the telephone number.
5. Countries other than the United States must be spelled out completely, i.e., Canada, Mexico
6. Enter each independent agent's name in a single cell. (Each cell can only contain one individual's name – two names in one cell will not be accepted).