



Confirmation	LIT6WM
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STEP 1 Provide your 6 digit confirmation number in the space above. If you do not have a confirmation number provide your contract number beginning with "WN".

STEP 2 Complete blue columns (Last Name/First & Middle Name/Title/Passenger Type/Gender/Birthdate) The information provided must match the traveler's government issued ID.
If you do not have a complete list of names please leave blank lines as "SURNAME/A"

*Complete red columns if traveling internationally (Passport: Last Name/First Name/Number/Nationality/Issuing Country/Expiration Date)

*Complete yellow columns if traveler requires a visa (Visa: Number/Type/Issue Date/Place of Birth/Place of Issue/Country of Application/Address)

STEP 3 **SAVE** the document in original Excel format (.xls)

STEP 4 Upload completed template via the -> [Southwest Airlines Group Travel Management Page](#)

STEP 5 **PAY deposits and balances by calling 1-800-433-5368**

[illegible]

Modify Use when updating or correcting an existing group passenger's name or details (include the original passenger name and details in the columns C thru G)