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| Confirmation | U4YZJ |
|--------------|-------|

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 "SWAGC/JK".

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

*Complete yellow columns if traveler resides a USA (Date of Birth/Number/Zone/Issue Date/Place of Birth/Place of Issue/Country of Issuance/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**

| Example | Last Name | First Name and Middle Name | Title | PTC | Gender | Date of Birth | SSN (Last 4) | Employment Category | Employment Number | Employment Address | Employment City | Employment State | Employment Zip Code | Visa Number | Visa Type | Visa Issue Date | Place of Birth | Visa Place of Issue | Visa Country of Application | Address Type | Address Country | Address Details | Address City | Address State | Address Zip Code |
|---------|------------|----------------------------|-------|-----|--------|---------------|--------------|---------------------|-------------------|--------------------|-----------------|------------------|---------------------|-------------|-----------|-----------------|----------------|---------------------|-----------------------------|--------------|-----------------|-----------------|--------------|---------------|------------------|
| 1 | Price | Barbara | | ADT | F | 16Nov1971 | DOE | | JOHN | 01465199 | US | | 014421 | | | | | | | | | | | | |
| 2 | Raz | David | | | M | 10Mar1943 | | | | | | | | | | | | | | | | | | | |
| 3 | Rend | Arthur | | | M | 15Oct1962 | | | | | | | | | | | | | | | | | | | |
| 4 | Rend | Joseph | | | M | 20Mar1935 | | | | | | | | | | | | | | | | | | | |
| 5 | Richter | Tracy | | | F | 12Jul1962 | | | | | | | | | | | | | | | | | | | |
| 6 | Ryanolds | Ann | | | F | 10Nov1937 | | | | | | | | | | | | | | | | | | | |
| 7 | Richardson | Anthony | | | M | 01Feb1962 | | | | | | | | | | | | | | | | | | | |
| 8 | Richardson | Frank | | | M | 13Jan1963 | | | | | | | | | | | | | | | | | | | |
| 9 | Roberts | Darlene | | | M | 04Jan1966 | | | | | | | | | | | | | | | | | | | |
| 10 | Roberts | Richard | | | M | 29Dec1944 | | | | | | | | | | | | | | | | | | | |
| 11 | Roberts | Tamara | | | F | 10Oct1959 | | | | | | | | | | | | | | | | | | | |
| 12 | Robinson | David | | | M | 03Aug1938 | | | | | | | | | | | | | | | | | | | |
| 13 | Robinson | Zachary | | | M | 20May1963 | | | | | | | | | | | | | | | | | | | |
| 14 | Roeligaard | Dennis | | | M | 17Jun1975 | | | | | | | | | | | | | | | | | | | |
| 15 | RoelWest | Chad | | | M | 12Nov1977 | | | | | | | | | | | | | | | | | | | |
| 16 | Romers | Nancy | | | M | 10Dec1944 | | | | | | | | | | | | | | | | | | | |
| 17 | Rogers | Nancy | | | F | 10Dec1944 | | | | | | | | | | | | | | | | | | | |
| 18 | Rothman | Dary | | | M | 21Dec1978 | | | | | | | | | | | | | | | | | | | |
| 19 | Scott | William | | | M | 17May1934 | | | | | | | | | | | | | | | | | | | |
| 20 | Smith | David | | | M | 20Jan1961 | | | | | | | | | | | | | | | | | | | |
| 21 | Simmans | Thomas | | | M | 09Oct1969 | | | | | | | | | | | | | | | | | | | |
| 22 | Smith | Raymond | | | M | 10Jan1973 | | | | | | | | | | | | | | | | | | | |
| 23 | Smith | Linda | | | F | 15Apr1933 | | | | | | | | | | | | | | | | | | | |
| 24 | Sullivan | Debra | | | F | 05May1939 | | | | | | | | | | | | | | | | | | | |
| 25 | Taylor | Daniel | | | M | 13May1943 | | | | | | | | | | | | | | | | | | | |
| 26 | Thomas | Alan | | | M | 25Sep1961 | | | | | | | | | | | | | | | | | | | |
| 27 | Thompson | George | | | M | 22Aug1938 | | | | | | | | | | | | | | | | | | | |
| 28 | Thompson | George | | | M | 02Nov1961 | | | | | | | | | | | | | | | | | | | |
| 29 | Tommings | David | | | M | 12May1948 | | | | | | | | | | | | | | | | | | | |
| 30 | Turner | John | | | M | 28Jun1970 | | | | | | | | | | | | | | | | | | | |
| 31 | Walker | Thomas | | | M | 22Oct1941 | | | | | | | | | | | | | | | | | | | |
| 32 | Walker | Nancy | | | F | 10Dec1974 | | | | | | | | | | | | | | | | | | | |
| 33 | Warkase | William | | | M | 10May1955 | | | | | | | | | | | | | | | | | | | |
| 34 | Ward | David | | | M | 13Jan1941 | | | | | | | | | | | | | | | | | | | |
| 35 | Ward | Jeffery | | | M | 01Dec1973 | | | | | | | | | | | | | | | | | | | |
| 36 | Wesley | Robert | | | M | 07Jan1970 | | | | | | | | | | | | | | | | | | | |
| 37 | White | Lynelle | | | F | 08Mar1939 | | | | | | | | | | | | | | | | | | | |
| 38 | White | Robert | | | M | 18Dec1942 | | | | | | | | | | | | | | | | | | | |
| 39 | Williams | Robert | | | M | 25Aug1931 | | | | | | | | | | | | | | | | | | | |
| 40 | Williams | Scott | | | M | 01Mar1961 | | | | | | | | | | | | | | | | | | | |
| 41 | Wilson | Raymond | | | M | 07May1939 | | | | | | | | | | | | | | | | | | | |
| 42 | Winget | John | | | M | 07Nov1943 | | | | | | | | | | | | | | | | | | | |
| 43 | Wright | Eric | | | M | 08May1971 | | | | | | | | | | | | | | | | | | | |
| 44 | Wright | Eric | | | F | 08May1944 | | | | | | | | | | | | | | | | | | | |
| 45 | Wright | Eric | | | M | 02Apr1973 | | | | | | | | | | | | | | | | | | | |
| 46 | Wright | Eric | | | | | | | | | | | | | | | | | | | | | | | |
| 47 | Wright | Eric | | | | | | | | | | | | | | | | | | | | | | | |
| 48 | Wright | Eric | | | | | | | | | | | | | | | | | | | | | | | |