

**STUDENT CHAPTER PAYMENT REQUEST**

|  |
| --- |
| **Contact Information** |
| Student Chapter Name and Number | Click here to enter text. |
| Faculty Advisor Name | Click here to enter text. |
| Faculty Advisor Email | Click here to enter text. |
| Student Chapter Officer Name | Click here to enter text. |
| Student Chapter Officer Email | Click here to enter text. |
| Date | Click here to enter a date. |
|  |
| Payment Option (check one box and complete the required details) |
| [ ]  | International Wire | **Include instructions from your bank on how to receive a wire from the US, preferably on bank letterhead. Wires returned due to incorrect or incomplete information will be charged a fee of USD 25 in addition to any charges withheld by the beneficiary bank.**Beneficiary Name on Account: Click here to enter text.Account or IBAN Number: Click here to enter text.Bank Name: Click here to enter text.BIC or SWIFT Code: Click here to enter text.Intermediary Bank BIC or SWIFT Code (if applicable): Click here to enter text.Intermediary Account Number (if applicable): Click here to enter text.Currency Accepted: Click here to enter text.Beneficiary Address: Click here to enter text.Contact Name: Click here to enter text.Contact Phone Number: Click here to enter text. |
|[ ]  Electronic payment within the US | **Include instructions from your bank on how to receive an ACH payment. Any fees incurred due to incorrect or incomplete information is solely the responsibility of the beneficiary.**Beneficiary Name on Account: Click here to enter text.Account Number: Click here to enter text.Bank Name: Click here to enter text.ABA Routing Number *to receive an ACH payment:* Click here to enter text. |
|[ ]  Check (US andCanada only) | Issued in USD. If Canada, provide confirmation the bank acceptsUSD checks.Payable to**:** Click here to enter text.Attention to (if applicable): Click here to enter text.Address: Click here to enter text.Address: Click here to enter text. |
|[ ]  Hold on account | Funds will be held on your SPE account |

**Submit form and copy the faculty advisor:**

**chapters@spe.org**