

**STUDENT CHAPTER PAYMENT REQUEST**

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| **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 paymentwithin 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**](mailto:chapters@spe.org)