

**SECTION PAYMENT REQUEST**

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| **Contact Information** | | | |
| Section Name | | Click here to enter text. | |
| Officer Name | | Click here to enter text. | |
| Officer Position | | Click here to enter text. | |
| 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 another officer:**

[**sections@spe.org**](mailto:sections@spe.org)