



## Chapter and Section Payment Request Form

Date \_\_\_\_\_

Options for payment:

ACerS check in US dollars      PayPal      ACH (for domestic)      Wire transfer (for international)

Note: ACerS will cover any service charges for PayPal, ACH or wire transfer.

**Please complete this form, attach supporting documentation (e.g., copy of receipts), and return to: Karen McCurdy via email at [kmccurdy@ceramics.org](mailto:kmccurdy@ceramics.org).**

Recipient's name and complete mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section Chair/Treasurer

Signature \_\_\_\_\_

\*Note: Signatures are needed from either the section chair or section treasurer.

To receive payment by **PayPal**, you need a valid PayPal account. If you do not have one, you can establish one at <https://www.paypal.com/home>.

Your Name \_\_\_\_\_

Email address to receive payment (same as your PayPal email account) \_\_\_\_\_

\_\_\_\_\_

To receive payment by ACH/**wire transfer**, complete ALL APPLICABLE FIELDS:

Payee Name \_\_\_\_\_

Account number \_\_\_\_\_

Name on the account \_\_\_\_\_

Routing number \_\_\_\_\_

Bank SWIFT code \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

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Please provide a brief description of reason for this payment request:

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Date funds are needed: \_\_\_\_\_

**ACerS USE ONLY:**

Charge to account: \_\_\_\_\_ Amount: \_\_\_\_\_ Date to be paid: \_\_\_\_\_