

# ACSA Payee Information Form

Complete this form using Adobe Acrobat Reader or a similar product.

## 1 Personal Information

For mailing address, be sure to include a complete mailing address including house number, street name, **and other relevant information such as apartment number.**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State/Province or Equivalent: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number(s) and types: \_\_\_\_\_

## 2 Tax Information

This section only applies if you are expecting to receive an honorarium or non-reimbursement payment in excess of \$600. If you are only expecting expense reimbursement and/or an honorarium under \$600, skip this section.

US Tax ID/Social Security Number: \_\_\_\_\_

## 3 Payment Method

Note: Items shown in **this font and color** apply only to non-US reimbursements. Note: If none of these options work for you, please contact [payee@acsac.org](mailto:payee@acsac.org) directly to determine the best option for reimbursement.

### Desired method of reimbursement:

- Check       Paypal (Domestic, No-Fee)  
 **Paypal (International, Fee applies)**  
 **Transfer-wise (non-US only)**  
 **Xoom, a PayPal Service (non-US only)**  
 **None of these options work. I will contact ACSA to coordinate.**

### 3.1 PayPal

If PayPal (domestic or international) was selected, complete the following:

PayPal Email Address: \_\_\_\_\_

### 3.2 Transfer-Wise or Xoom (non-US)

**Provide information identifying your financial institution on the next page.**

**Information concerning international payments.** You can receive payment through TransferWise, PayPal, or Xoom. All three methods involve a cost in the exchange rate and fee. You should check which service yields you the most money. TransferWise and Xoom put the money directly into your bank account. PayPal credits your PayPal account; you can spend the money or deposit it to your bank. Check the amount of money received via PayPal and Xoom at <https://www.paypal.com/us/webapps/mpp/send-money-abroad>. Check TransferWise at <https://transferwise.com/us/>.

### 3.2.1 Financial Institution Information

If you selected TransferWise or Xoom, provide the following information identifying your financial institution or Xoom pick-up location.

Institution Name: \_\_\_\_\_

Institution Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State/Province or Equivalent: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone Number(s) and types: \_\_\_\_\_

### 3.2.2 Account Identifying Information

This is the information, usually one or more numbers, that identifies your account varies by country. Enter this as pairs of information **type** and information **value**. The type of information (use the drop down) includes: EU – IBAN (International Bank Account Number); Mexico – CLABE (Clave Bancaria Estandarizada); Canada – Bank ID/CCC Code, Transit Number, Account Type, Account Number; Australia – BSB (Bank State Branch), Account; Pakistan – IBAN, BIC (Bank Identifier Code); Hong Kong – Account #. Depending on your country, you may need to enter multiple lines. If none of the drop-down values work, you can type in the information type.

**Information Type (IBAN, etc.)**  
(or type in the information type)

**Information Value (Account Number, etc.)**

_____	_____
_____	_____
_____	_____
_____	_____

Other Notes and needed info: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For TransferWise Only:  Account is denominated in US Dollars

## 4 Submitting This Form

Save the completed form in a file the includes your name and date: "*Lastname* *Firstname* *Payee* *Year*.PDF" (where  indicates a space, and you replace *italicized information* with your information). The completed form will contain Personally Identification Information (PII) that should be protected. The recommended way to submit your information is WeTransfer, which provides free encrypted file transfer that protects your PII. As a backup, you can also coordinate passwords and send an encrypted ZIP file. When your form is complete:

1. Connect to <https://wetransfer.com/> in your browser
2. You may need to click on "Take me to Free."
3. Enter the following in the "Email to" field (without the quotes): "payee@acsac.org"
4. Enter your email address in "Your Email"
5. Drag and drop or navigate to your file(s)
6. Click on Transfer