Payee Information / Method of Payment

This form is used in conjunction with a request for payment from ACSAC.

Instructions

Domestic payees have an easy choice between receiving a check and credit to their PayPal account. There is no charge for either service. Payees outside the U.S. can choose from two additional methods. Each method involves a cost. The lowest cost varies among countries and amount. ACSAC encourages the payee to determine which method yields the most money. The additional methods are International Bank Wire Transfer and TransferWise, a relatively new international currency transfer service. You can log into each service’s web site to determine how much you would receive.

Wire Transfer.

Wire transfer information: Beneficiary may select one of three ways to transfer funds.

- **US Dollars to Foreign Currency** – The debit from ACSA account will be made in US $ and converted to the appropriate foreign currency specified on this wire form prior to being sent to the beneficiary bank.
- **Foreign Currency to Foreign Currency** – This method should be used when a specific amount of foreign currency needs to be received at the beneficiary bank. The US $ equivalent of the currency amount will be debited from ACSA account.
- **US Dollars to US Dollars** – The full amount of the wire will be sent in US $ and debited from ACSA account. If the account in the foreign country is not specifically designated to receive US $, the foreign bank will convert the funds into the foreign country’s domestic currency upon arrival, using its own exchange rate, and applicable transaction fees. This may also delay the proper and timely crediting of funds. If unsure get specific instructions from the foreign bank where the account is held.

TransferWise.

TransferWise provides currency transfer and conversion among many countries. The services vary among countries. To determine how much you receive from TransferWise you can use TransferWise’s web site: Note, these instructions were tested when written, but TransferWise may change their web pages. You should be able to figure out what to do.

1. If you have an account outside the U.S. denominated in USD, connect to https://transferwise.com/help/article/2946450/paying-by-bank-transfer/sending-us-dollars-to-countries-outside-the-us. You should find the information easily.
2. If you have an account denominated in any other currency, connect to https://transferwise.com/us/.
3. Enter the amount to be paid in USD and select the destination currency.

PayPal & XOOM

These services are a convenient way to receive money. You can use funds in your PayPal account to make purchases, or can transfer your balance to your bank account. The service is free in the U.S. There are fees for other countries, which usually makes PayPal more expensive than TransferWise. Your email address is your PayPal identity. Make sure it is clear and correct. PayPal may use its Xoom subsidiary. Check the amount of money received at https://www.paypal.com/us/webapps/mpp/send-money-abroad. Payments to other countries involve a fixed fee and an exchange rate that is less favorable than the rate used by TransferWise. That is why we suggest comparing the amount you will receive.

The fixed fees are: to Canada and Europe: $2.99 USD (amount transferred over $50). To any other country $4.99 USD (amount transferred over $100).

Taxpayer Identification Numbers:

Payments in excess of $600 for services rendered (e.g., tutorial instructor) require filing an IRS form 1099-MISC. Reimbursements for travel and other expenses are NOT reportable.

Even if you are not a US Citizen, you may have US taxable income and have to file. For this, you need a Taxpayer Identification Number. See https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin for more information.
Payment Method

Preferred Method of Payment: □ Check □ PayPal/Xoom □ TransferWise □ International Bank Wire Transfer

Money Transfer Details: (complete if Wire Transfer selected)
□ US Dollars to Foreign Currency
□ Foreign Currency to Foreign Currency
□ US Dollars to US Dollars
Foreign Currency: ____________________________
Source Foreign Currency: ____________________________
Target Foreign Currency: ____________________________
Correspondent Bank: ____________________________

TransferWise Details: (complete if TransferWise selected)
□ US Dollars to Foreign Currency
□ US Dollars to US Dollars
Foreign Currency: ____________________________
(not available to all countries; requires a bank account denominated in U.S. Dollars)

Paypal/Xoom Details: (complete if Paypal/Xoom selected)
Paypal/Xoom User: ____________________________

Payee/Beneficiary Information

Payee Name: ____________________________ Conf. Year: ____________________________
Addr. Line 1: __________________________________________
Addr. Line 2: __________________________________________
City: ____________________________
Country: ____________________________ Email Address: ____________________________

Related to: □ Opening Session Speaker □ Instructor □ Student Award Recipient
□ Committee (name) ____________________________ □ Workshop (name) ____________________________
□ Budget category and amount: ____________________________ □ Other: ____________________________

1099 Required: □ Yes □ No Social Security Number (SSN): ____________________________
(or Taxpayer Identification Number (TIN): ____________________________

For Money or Transferwise: Please complete the following if you are outside the U.S.
The exact information required varies by country and payment method. We will contact you if we need more information.
ABA #/SWIFT Code: ____________________________ Beneficiary Phone #: ____________________________
Beneficiary Name: ____________________________
Beneficiary Address: ____________________________
City/State/Zip(Post code): ____________________________ Country: ____________________________
Beneficiary’s Bank Name: ____________________________
Bank/Sort Code: ____________________________ * Bank code is required for GBP (Great Britain/United Kingdom).
Bank Address: ____________________________ * 5-digit Sort Code is required for Kenya.

City/Town: ____________________________ Province: ____________________________
State/Country: ____________________________ Postal Code: ____________________________
Beneficiary Acct. Number /IBAN: ____________________________
Reason/Reference for Payment: ____________________________

** A valid IBAN is required for Europe.
** An 18-digit CLABE # is required for Mexico.

*** All wires (arriving in foreign currency) to Thailand, South Korea, China and Indonesia must include a reason for payment, and a phone number for the beneficiary.