

ASAE: The Center for Association Leadership Wire & Check Payment Information

Payment by Wire Transfer:

The information you will need to process a wire transfer payment directly to our bank account:

Account Name: American Society of Association Executives

Bank: SunTrust Bank

Transit Number: 061000104

Account Number: 206865007

SWIFT Code (international): SNTRUS3A

IMPORTANT: To assist ASAE track the receipt of your wire transfer internally and credit your payment properly, we ask you to send our Accounts Receivable Accountant in our Finance Department a brief message (email, fax or letter) with the following information:

1. Your name and organization
2. Date the payment was made
3. Name of bank from which you made the wire transfer payment
4. Wire transfer reference number
5. Total payment amount
6. Specific reference about the payment, such as the invoice number, description of purchase (membership dues, registration fees, publications, etc), or other reference (i.e., ASAE member or client identification number, name of ASAE employee contact, etc.).

Please send this information to:

Accounts Receivable
ASAE: The Center for Association Leadership
1575 I Street, NW
Washington, DC 20005-1103
USA

Email: finance@asaecenter.org
Telephone: +1-202-626-2785
Fax: +1-202-842-1145 (for Finance Department)
Direct Telephone Number: +1-202-626-2797