

WAMU 88.5

AMERICAN UNIVERSITY RADIO

PAYMENT INSTRUCTIONS

Payments by ACH / Wire Transfer: WAMU is thrilled to offer a buyer self-service portal that accepts automated clearing house (“ACH”) payments. Please email sponsorship@wamu.org to request a one-time payment link or to have an account set up to view and pay invoices electronically.

Check Payments: Mail a check to our lockbox at one of the remittance addresses below. This secure method will ensure prompt processing of your payment. When mailing a check, please include the invoice number(s) to be paid on the memo line.

Credit Card Payments: Mail a completed Credit Card form on the following page to one of the remittance addresses below. We accept Visa, Mastercard, Discover and American Express. **To keep your data secure, please do not email your credit card information as we are unable to accept it.**

Remittance Addresses:

U.S. POSTAL SERVICE:

WAMU Program Sponsorship
PO Box 98252
Washington, D.C. 20090-8252

COURIER:

Capital One Bank
Lockbox Operations
1307 Walt Whitman Rd
Melville, NY 11747
Attention WAMU 98252

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CREDIT CARD AUTHORIZATION

The signature below authorizes WAMU 88.5 FM / American University, via their depository institution agent, to charge the credit card listed in order to pay invoices for corporate sponsorship at WAMU 88.5 FM.

CLIENT NAME _____

as indicated on WAMU invoice

CLIENT CONTACT _____

*Name, Phone Number,
Email*

CREDIT CARD TYPE (circle one): Visa Mastercard Discover American Express

NAME ON CARD _____

ACCOUNT NUMBER _____ EXP DATE _____

CVV No. _____

TOTAL CHARGE AMOUNT \$ _____

INVOICE NUMBER(S)*	_____ - _____	\$ _____
	_____ - _____	\$ _____
	_____ - _____	\$ _____
	_____ - _____	\$ _____
	_____ - _____	\$ _____

***Failure to provide invoice number will delay processing. Please be sure to include your invoice number(s) and amounts.**

AUTHORIZED BY _____ DATE _____

print name