



## 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](mailto: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



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 \$ \_\_\_\_\_

Table with 3 columns: 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