Rotarian Payee Information Form

All Rotarians requesting payment from Rotary International must complete this form.

Payment will be delayed if incomplete or incorrect information is provided, so please follow the instructions.

Form Instructions

1. Filling out the form

Section A: Complete this section regardless of your method of payment.

Section B: Indicate your choice of payment by putting an ☒ in one of the boxes. Refer to the Payment Guidelines to determine payment method, currency, and required banking information for your country. If your bank account is located in a country other than your country of residence, look up the country where payment will be sent. Note: Payment may come from a different country, so the banking requirements may be different from sending a domestic transfer.

- **Check:** Check payments are a valid option in only a few countries (see Payment Guidelines). Checks are sent directly to your personal address.
- **EFT:** Most payments are sent via electronic funds transfer (EFT), which is the safest and most economical payment method. For EFT, please provide the exact name on the account and all required information.

Section C: Complete this section if your payments will be paid by EFT. U.S. correspondent bank information is required if you are receiving an international EFT in U.S. dollars. Your bank can assist you in providing the correct information.

2. Submitting the form

E-mail is the preferred submission method. Please e-mail your completed form to vendors@rotary.org (you do not need to sign the form; your e-mail address verifies your identity). If you are unable to e-mail this form, fax your signed and dated form to +1-847-556-2137. If you complete the form by hand, print legibly in black or blue ink.

Questions? Contact your Rotary staff liaison.

The Payment Guidelines are found at **www.rotary.org/RIdocuments/en_pdf/rits_payment_guidelines_en.pdf**, or at www.rotary.org (click **Members > General Information > Travel Services > Payment Guidelines for Rotarians)**

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SECTION A: Personal Contact Information

First Name	
Last Name	
Rotary ID	
Address	
City, State, Postal Code, Country	
Primary Phone	
Primary E-mail	
Payee Name (for check payments)	

SECTION B: Payment Option

Indicate the payment option you prefer (see Payment Guidelines to determine accepted payment methods for your country):

☐ **Check/draft** to personal address (Section A address)

☐ **EFT** (fill out Section C)

SECTION C: Complete this section if your payments will be paid by EFT.

Indicate the payment option you prefer (see Payment Guidelines to determine accepted payment methods for your country):

Exact Name on Bank Account, i.e., Payee Name (required)	
Bank Account Number:	
Bank Account Type (select one): ☐ Checking ☐ Savings ☐ Other (please specify) _____	
Bank Account will accept payment in (select all currencies that apply): ☐ USD ☐ EUR ☐ Other (please specify) _____	

Receiving Bank Information:

Receiving Bank Name:	
Address/City/Postal Code/Country (city and country required):	
Receiving Bank Phone:	
Direct Deposit ABA Routing # *(required for all U.S. EFTs):*	
SWIFT Code/BIC *(required for all international transfers):*	
IBAN *(required for all European payments):*	
Other required bank codes (such as BSB, Sort, Branch, IFSC, or Bank Clearing code). Please specify.	

For international USD EFTs, include your bank's U.S. intermediary/correspondent bank information.

Bank Name:	
Address/City/State:	
Phone:	
ABA Routing # (required):	

Rotarian Signature: _____ **Date**: _____