

Sponsor Billing Requirements

Information for Sponsors and Students:

The University of Pennsylvania will accept requests for sponsored billing from sponsors provided the following requirements are met:

- Completed **Sponsor Billing Authorization Form** and **Sponsor Financial Agreement** is received from the sponsor – refer to criteria outlined below.
- Completed **Student Acknowledgement Form** is received from the student.

All documents must be sent to SRFS Third Party Payments by email at thirdpartybilling@pobox.upenn.edu or by fax to 215-898-9276.

Sponsor Financial Agreement requirements- written letter must:

- Be printed on company letterhead and addressed to the contact listed below
- Include the student's first and last name and PennID number
- Term and/or academic year
- List all fees covered by the contract
- Dollar amount of the sponsorship
- Include any special billing instructions
- Include the complete billing address of the sponsor organization, including a primary contact name, email address, telephone and fax number.
- Signature of authorized sponsor representative

Both the sponsor and student understand that by participating in sponsored billing, payment is due to Penn within 45 days. When the invoice is generated to the sponsor, Penn places a temporary credit on the student's account and transfers the liability for that credit to the sponsor. If the sponsor does not pay on time, the credit is removed from the student's account and the student assumes full responsibility for any balance due. The student's account is subject to a Registration Hold and/or Degree Hold and a mandatory Hold Fee if payment is delayed.

| Payments Made By Check | Payment Made by Wire Must Be Sent In U.S. Dollars |
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| University of Pennsylvania Franklin Building, Room 221 Philadelphia, PA 19104 ATTN: SRFS/Third Party Payments | Wire transfer advice must include: <ul style="list-style-type: none"> • Transfer Funds to: Wells Fargo Bank N.A • Bank Address: Wells Fargo Bank N.A. 420 Montgomery Street San Francisco, CA 94101 • ABA# 121000248 • DDA Account Number: 2000018692712 • Beneficiary: University of Pennsylvania SFS |
| A roster that includes the student's name(s), PennID number(s), and invoice number(s) should be sent with payment. | <ul style="list-style-type: none"> • Reference: Line 1: Full Students Name Line 2: 8 digit PennID Line 3: Student Payment (all 3 reference lines must be completed) • SWIFT Code: WFBIUS6S (International wires only) • CHIPS:0407 |