

1. Identify your school name on the wire transfer. Make sure your school name appears in the “payment detail” section or in another section of the wire transfer form you complete at the bank. This is extremely important. Your school name must to appear on the wire transfer receipt mailed to our office so that we will know the payment is for your school’s registration fee when it arrives.

2. You MUST add \$10.00 to the Jessup registration fee. The bank deducts a \$10.00 processing fee from all wire transfer payments. Therefore, you must add \$10.00 to pay for the processing fee, so that ILSA will receive the correct registration fee amount due after bank has deducted \$10.00. If we do not receive the correct registration fee amount, your team will be billed for the remainder.

3. Make a note of any combined payments of the wire transfer. If you wish to register an ILSA Chapter and a Jessup Team, you may combine the registration fees for both into a single payment. You may also add payment for Jessup merchandise, such as a Final Round DVD. This way you will only have to pay the \$10.00 bank processing fee once. *Please disregard this instruction if you wish to only register a Jessup team and do not wish to register an ILSA Chapter or purchase Jessup merchandise.*

4. Enter Payee Details:

International Law Students Association
25 East Jackson Boulevard, Suite OMB1051
Chicago, Illinois 60604

5. Enter Bank Details:

Bank of America	Routing Number: 026009593
135 S. LaSalle Street	Account Number: 0029 1841 0489
Chicago, IL 60603, U.S.A.	Swift Code: BOFAUS3N

6. Wait 2 to 3 weeks to receive an email receipt with team number from ILSA. When wire payments post to ILSA’s bank account, the name of the payer is not identified. We MUST wait 2 to 3 weeks for the physical receipt sent by post to arrive at our office before we can verify which team sent each wire payment. If you like, you may scan your receipt and send it by email to ILSA@ilsa.org to help us match your payment with your receipt when it arrives. However, even if you email your receipt to us, we must still wait 2 to 3 weeks for the physical paper receipt to arrive at our office before we can verify that your payment is complete. **Please be patient and wait 2 to 3 weeks to receive an email receipt with your team number from ILSA after initiating your bank transfer.**

If you have any questions concerning these instructions, please call the ILSA Executive Office at +1 (312) 362-5025 or email ILSA@ilsa.org.

****ALL INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL****

By requesting and receiving these Wire Transfer Instructions, you have agreed that you will use the information contained in this document for the sole purpose of completing your payment to ILSA. Use of this information for any other purpose or disclosure of this information to a third party will result in your Team’s immediate disqualification from the Jessup Competition and a formal report to your Dean, and may also result in sanctions against future participation and other penalties.