**Wharton Graduate Association**

The Wharton School

University of Pennsylvania

300 Jon M. Huntsman Hall

3730 Walnut Street

Philadelphia, PA 19104

215.898.1077 phone

215.573.6235 fax

http://wga.wharton.upenn.edu

<MM/DD/YYYY>

<Sponsor Entity>

Dear Sir or Madam:

<Club Name> gratefully accepts **<Sponsor Name>** sponsorship payment for the **<Sponsorship Event>** from **<Sponsor Name>** in the amount of **<$ Amount>** to be deposited in the **<Club Name>** account with Wharton Graduate Association.

For your tax filing purposes, the Wharton Graduate Association is a non-profit, charitable organization under 501c3 and out TIN is 23-2731689.

To Pay by **Wire** or **ACH**:

Please send payments directly to the Wharton Graduate Association’s TD Bank account and include “<Club Name>” and “Club/Conference Code <Club Code #>” in the reference area:

* Our corporate name is Wharton Graduate Association
* Our checking account# is 4420249347
* Our routing# for **wire** **transfers** is 031101266; for **ACH** is 036001808
* SWIFT code is NRTHUS33XXX
* Our branch address is:
	+ - TD Bank
		- 3735 Walnut Street
		- Philadelphia, PA 19104
		- Phone: (215) 387-1000

To Pay By **Check**:

Make check payable to “WGA”, with “<Club Name>” in the reference/memo field. Please note that it is imperative to ensure that your accounts payable department writes the check exactly in this manner or else it risks being applied to a different Wharton student club.

* Please mail check to the following P.O. Box:

 Wharton Graduate Association - <Club Name>

 P.O. Box 13387

 Philadelphia, PA 19104

Sincerely,

<Officer Name>

<Officer Title>

<Club Name>

Wharton Graduate Association