



## PAYMENT INSTRUCTIONS

Payment of your accreditation fee may be made by the following methods. If you have any questions regarding payment methods, please contact the Finance Helpdesk at [financehelp@specialolympics.org](mailto:financehelp@specialolympics.org).

- **Check.** Checks should be made payable to Special Olympics, Inc. and sent to:
  - Special Olympics, Inc.
  - 2600 Virginia Avenue NW 11<sup>th</sup> Fl.
  - Washington, DC 20037
  - USA
  - Attn: Finance Dept.
  
- **Bank Wire.** Funds should be wired using the following bank information:
  - Beneficiary Information:
    - Special Olympics, Inc.
    - Routing#:026009593 (Dom.)
    - Bank Account #226005725135
    - Swift code:
      - BOFAUS3N (Dom. Wires)
      - BOFAUS6S (Intl. Wires)
    - Routing #: 054001204 (Intl.)
  - Branch Information:
    - Bank of America Financial Center
    - 703 23<sup>rd</sup> Street, NW
    - Washington, DC 20037
    - USA

*Wire description must indicate the SO program name for which the payment pertains and/or the invoice number (ex: SO OH 2024 Accred)*

- **Cash.** Cash payments are generally discouraged. In places where other payment methods are not feasible, Programs may make payments in cash. If payment is made in cash, the Program should send a notification email to the Finance Helpdesk at [financehelp@specialolympics.org](mailto:financehelp@specialolympics.org). The email should include the amount of cash paid, the SOI staff member receiving the cash, identification of the invoice for which the payment is made, and the date of the transaction.
  
- **\$100 Deduction from SOI Grant.** In places where other payment methods are not feasible, Programs who owe the \$100 minimum accreditation fee may request that the \$100 fee be deducted from an SOI grant award payment. Approval of such deduction will be subject to confirmation that other payment options are not available, compliance with requirements of the funding source, and agreement by the Program that the deducted fee amount will be replaced with the Program's other funds to ensure the total grant amount is used for the purposes it is intended. Requests to deduct fees from SOI grant payments should be sent in writing to the Finance Helpdesk at [financehelp@specialolympics.org](mailto:financehelp@specialolympics.org). Such requests must be approved by the CFO or his designee.