



HARVARD Kennedy School
Executive Education

INVOICE

Bill to:
Arthur Sorey
776 NE 125 Street

North Miami FL 33168
United States of America

Invoice Number: 575926 ✓
Invoice Date: 06 Jul 2016 ✓
Payment Due Date:

Program Fee Due: **US \$12400.00**
PO Number:

Description	Participant	Amount
Senior Executives in State and Local Government 11 Jul 2016 - 29 Jul 2016	Arthur Sorey	12400.00

PAYMENT REQUIREMENTS

➤ Payment must include invoice number and must be made in U.S. dollars (USD).

PAYMENT METHODS

CREDIT CARD

Processing time: 1-2 business days

We currently accept credit card payments by Visa, MasterCard, and American Express via one of the following methods:

Online: Log into your HKS Executive Education account and go to the Invoices section.

Only full payments are accepted via the online portal at the moment.

Fax: Fax the completed credit card authorization form to 1-617-495-2267. DO NOT EMAIL credit card information. Both full and partial payments* are accepted by fax.

*Partial payments must be pre-approved by submitting a request to exed@hks.harvard.edu

BANK WIRE TRANSFER

Processing time: up to 3 business days

Account Name: President and Fellows of Harvard College
Bank Name & Branch Address: Bank of America, 100 Federal Street, Boston, MA, 02110, USA
Bank Account Number / IBAN:
Routing/ABA/USAWIRE Transfer Number:
SWIFT Code Number / BIC Code:

ACH TRANSFER

Processing time: up to 3 business days

Account Name: President and Fellows of Harvard College
Bank Name & Branch Address: Bank of America, 100 Federal Street, Boston, MA, 02110, USA
Bank Account Number/IBAN:
ACH Transfer/Routing Number:

CHECK

Processing time: up to 4 weeks

Payable to: President and Fellows of Harvard College
Mail to: Finance Office, Harvard Kennedy School Executive Education
79 JFK Street – Mailbox 73, Cambridge, MA 02138, USA

HARVARD INFORMATION

Tax ID Number/EIN: 04-2103580

DUNS #120240697

CAGE Code #3FRJ3

W-9 Form

CANCELLATION POLICY

Request to withdraw from the program session must be sent via e-mail to the Program Director at least three weeks before the program session start date, or your tuition will be forfeited.

If you have any questions, please visit/contact us at:

Frequently Asked Questions (FAQs) | Email: exed@hks.harvard.edu | Phone: 1-617-496-9000, option 1 | Fax: 1-617-495-2267