

## PARK AVENUE SYNAGOGUE WIRE TRANSFER INSTRUCTIONS

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To make a gift or pledge payment via a bank wire transfer, please follow these instructions:

1. Please notify **Laura Yamner, Director of Development**, [lyamner@pasyn.org](mailto:lyamner@pasyn.org) (212) 369-2600, x 138 that you will be making a gift via wire transfer before initiating your transaction so that she can be on the lookout for the transfer and can ensure proper processing.
2. Your bank will require a letter of authorization signed by you with instructions to wire funds from your account which includes the following information:

**FROM:**

- Your/Donor Name(s)
- Your/Donor Account Name
- Your/Donor Account Number
- Amount to be transferred

**TO:**

- Bank Name: JPMorgan Chase
- ABA Number\*: \_\_\_\_\_
- Account Name: Park Avenue Synagogue
- Account Number\*: \_\_\_\_\_

*\*Please note that in the interests of information security, the ABA/Bank Routing and account numbers will be provided to you by Laura Yamner via telephone.*

3. Please mail a copy of the above letter of authorization to Laura Yamner, Director of Development:

Park Avenue Synagogue  
50 East 87th Street  
New York, NY 10128

You may also send it via secure email to [lyamner@pasyn.org](mailto:lyamner@pasyn.org)

Secure email can be accessed at no charge at [www.winzip.com](http://www.winzip.com)

4. If you wish to send a separate letter or email informing us of the transfer omitting account numbers, please make sure to include:
  - Your/Donor name(s)
  - Your/Donor address
  - Gift designation: PAS Capital Campaign
  - Amount of Gift
  - Date of transfer request

Our Director of Development will notify you when the transfer has been received. Please note that the date of the gift will be recorded as the date of receipt by PAS.