

	<i>The American Association for Laboratory Accreditation</i>	
	I107 – Electronic Payment Information	Document Revised: March 30, 2010
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The following information is required for all electronic payments to the American Association for Laboratory Accreditation.

Beneficiary Information: American Association for Laboratory Accreditation
5301 Buckeystown Pike - Suite 350
Frederick, MD 21704-8307
USA

Account No.: 089-430036-9
Contact: Teresa McCarthy
Phone: 301-644-3229
Email: tmccarthy@A2LA.org

Receiving Bank: Chevy Chase Bank, A Division of Capital One, N.A.
7501 Wisconsin Avenue, 12th Floor
Bethesda, MD 20814

Contact: Pauline Ralph
Phone: 240-497-7744
ABA Number: 255071981
SWIFT Code: 255071981 (use ABA Number)

All electronic payments **must** include:

- Customer/Lab ID Number found on your invoice
- Customer/Lab Name as it appears on your invoice
- Invoice Number
- Foreign customers should include an additional \$30 to cover transfer fees – please note that we can only credit your account for the amount that we receive.

Please fax advance notification of electronic payments to 301-662-6756 and include a copy of your invoice. A2LA's payment terms are Net 30. Thank you.