



**2. Wire the funds to AEE's bank account following this procedure:**

Please e-mail Jennifer Vendola, Accountant, at [jennifer@aeecenter.org](mailto:jennifer@aeecenter.org) and notify her if you wish to wire funds to AEE Headquarters. She will provide you with the information necessary to wire the funds to AEE's bank. She will then send you a message when funds have been received.

**3. Transfer Chapter Funds, if the Chapter has funds that are being held by AEE Headquarters.**

You may e-mail Jennifer Vendola, Accountant, at [jennifer@aeecenter.org](mailto:jennifer@aeecenter.org), to find out if funds for your Chapter are being held at AEE Headquarters and if so, the dollar amount of the funds. The Chapter Administrator may collect membership fees from individuals in the Chapter, then request that AEE Headquarters transfer from the Chapter's funds the amount of the membership fees below, by completing and faxing the form below to Jennifer Vendola at 770-446-3969.

**To: Jennifer Vendola, Controller**  
**Fax No: 770-446-3969**

Please apply charges to the \_\_\_\_\_ Chapter's funds held by AEE Headquarters as shown below.

Authorized by: \_\_\_\_\_  
 Chapter Administrator

NAME AND AEE MEMBER ID #	AMOUNT	PURPOSE
John Doe #XXXXX	\$90	Regular Membership Fee July 1, 2020- June 30, 2021
Jane Smith (new)	\$15	Student Member ship Fee July 1, 2010- June 30, 2021
Total	\$105	To be transferred from Chapter's funds