

## **BANK TRANSFER INSTRUCTIONS**

These instructions will describe the procedure for issuing a wire transfer. Donors may also consider using an EFT or ACH transfer using the information provided below, as the required recipient information is similar for each case. Wire transfers are most suited for simply transferring large amounts of money quickly without needing any physical exchange. As such, wire transfers are one of the simplest methods for domestic and international donors to contribute to Puritan Reformed.

**To donate via wire transfer, please follow the instructions below:**

### **1. Initiate a transfer through your financial institution.**

Online, mobile app, in-person, and over-the-phone options may be available.

### **2. Provide the required information. This may include:**

#### Recipient Information

Name: Puritan Reformed Theological Seminary

Phone: +1.616.977.0599

Address: 2965 Leonard St NE, Grand Rapids, Michigan, 49525, United States.

#### Recipient Bank Information

Name: Mercantile Bank of Michigan

Phone: +1.616.242.7760

Address: 310 Leonard St NW, Grand Rapids, Michigan, 49504, United States.

Routing/ABA Number [Domestic]: 072413829

SWIFT/BIC Code [International]: MEMIUS33

Puritan Reformed Account Number: 100061175

### **3. Verify the transfer information – please be mindful of the following considerations:**

- a. Wire transfers (like cash) are generally irrevocable. Be sure that all the transfer information is correct before finalizing the transaction – mistakes may cause delays or incorrect handling.
- b. If you notice a mistake after the transfer, contact your financial institution for help.
- c. Fees may be assessed by both the sending and the receiving financial institutions for initiating a wire transfer and exchanging currencies. Ask your institution for more details.

### **4. Confirm the transfer was received.**

- a. Keep the paper or electronic receipt confirming the transfer in case any issues arise.
- b. Please notify us of the transfer by emailing [donations@prts.edu](mailto:donations@prts.edu) or calling +1.616.977.0599.
- c. Track the progress of your transfer via your financial institution.

**\*Note: transfers may take up to 1 (domestic) or 5 (international) business days to complete.**