



Wiki Loves Monuments International

Request for Advance payment

Please fill in this form completely and sent it to:

finance@wikimedia.nl.

If you are having problems sending it by email, then use regular mail to:

Wikimedia Nederland
PO Box 167
3500 AD Utrecht
The Netherlands

If you have any questions, please contact finance@wikimedia.nl

Contact details of claimant:

Name:		
Chapter:		
Telephone:		
E-mail:		
Payment method:		

Cost estimate/Advance payment request

Date:	NR.	Description of costs:	Currency	Amount
Total				

Bank details

Account holder:		
IBAN:		
BIC/SWIFT:		
Bank account nr:		
Place of residence:		

Signing

Place:		
Date:		
Signature:		

Vereniging Wikimedia Nederland
PO Box 167
3500AD Utrecht

+31 (0)30 3200238
<http://www.wikimedia.nl/>
info@wikimedia.nl

IBAN: NL33 ABNA 0497164833
BIC: ABNANL2A
C. of C.: Eindhoven, 17189036



Explanation Request for Advance Payment Form Wikimedia Nederland

1. At the top of the form, fill in your name, telephone number and your **e-mail adress**.
2. At the bottom of the form, fill your account details (paramount, please double check).
3. Save the form for future use.
4. Make an estimation of the costs you will incur.
5. Be clear about what type of costs you will make and even more important, what they are for.
6. Fill in the currency and the corresponding amount.
7. Fill in your name, the current date and your name at the place of signature.
8. Finally send your request for advance payment to **finance@wikimedia.nl**
9. **USE THE DECLARATION FORM TO ACCOUNT FOR THE ACTUAL EXPENSES**

Important note regarding Paypal:

While we prefer to use bank transfers (transfer cost are for our account), it will be possible to use your Paypal account when a bank transfer is not an option. If this is the case, please change your payment method in "Paypal" and provide us with the e-mail adres of your Paypal account.