

MIT SPONSOR BILLING REQUIREMENTS

Information for Sponsors and Students:

The Massachusetts Institute of Technology will accept requests for sponsored billing from sponsors provided the following requirements are met:

- Completed **Sponsor Billing Authorization Form** and **Sponsor Financial Agreement** is received from the sponsor – refer to criteria outlined below
- Completed **Student Acknowledgment Form** is received from the student

All documents must be sent to Student Financial Services by email to sfs@mit.edu or by fax to 617.648.9968.

Sponsor Financial Agreement requirements – written letter must:

- Be printed on company letterhead and addressed to the contact listed below
- Include the student’s name and MIT ID number
- Include the start and end date of the sponsorship
- List all fees covered by the contract
- List the maximum amount that will be covered, if applicable
- Include any special billing instructions
- Include the complete billing address of the sponsor organization, including a primary contact name, email address, telephone, and fax number.
- Be signed by an authorized official

Both the sponsor and student understand that by participating in sponsored billing, payment is due to MIT within 30 days. When the invoice is generated to the sponsor, MIT places a credit on the student’s account and transfers the liability for that credit to the sponsor. If the sponsor does not pay timely, the credit is removed from the student’s account and the student assumes full responsibility for any balance due. The student’s account is subject to a Registration Hold and/or Degree Hold and a mandatory Hold Fee if payment is delayed.

Payments Made By Check	Payment Made by Wire Must Be Sent In U.S. Dollars
<p>Massachusetts Institute of Technology 77 Massachusetts Avenue, 11-120 Cambridge, MA 02139 ATTN: Sponsor Billing</p> <p>A roster that includes the student’s name(s), MIT ID number(s), and invoice number(s) should be sent with payment.</p>	<p>Wire transfer advice must include:</p> <ul style="list-style-type: none"> • Wire Payment ABA routing number: 026 009 593 • SWIFT: BOFAUS3N • DDA Account Number: 004632424694 • Beneficiary: MIT Incoming Wire • ADD YOUR SPONSOR NAME/STUDENT NAME/MIT ID • ATTN: Sponsor Billing <p>Bank of America NA 100 Federal Street Boston, MA 02110</p>