PAYMENT OPTIONS

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^{*} If you have any questions in making a payment, please don't hesitate to send us an email (if an order account has not been created for you), leave a message in your order account, or call us at 888.666.0969.

1. Mail a Check

Please make the check payable and to: North America Immigration Law Group at 100 Phoenix Dr, East Building, Suite 301, Ann Arbor, MI 48108

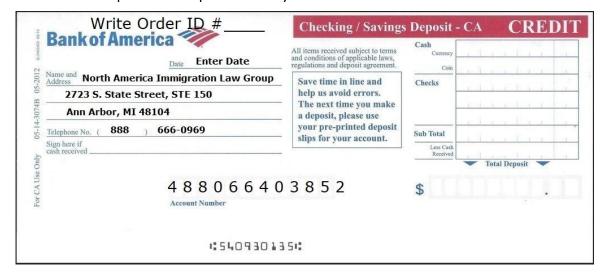
Please make sure to include your **order ID # in the notes or memo section** of the check.

Here is an example of a check:



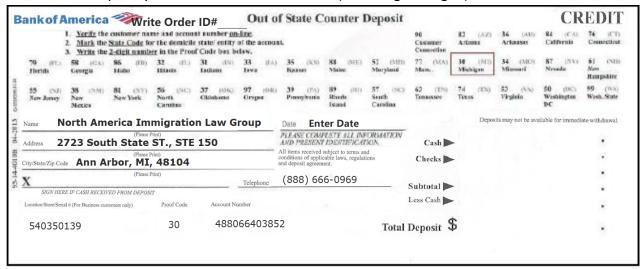
2. Bank of America Counter Deposit

Here is an example of the deposit form if you are located in TEXAS.



^{*}Due to COVID-19 pandemic, we have temporarily switched our office address to the one listed above for the purpose of receiving and sorting mails.

Here is an example if you are from a different state (including Michigan):



After the transfer is complete, please <u>upload a receipt</u> to the 'Additional Documents' section of your account.

3. Zelle

If you wish to send payments to our account via Zelle, please use one of the following email addresses:

boa@wegreened.com (Our Bank of America account)

billing@wegreened.com (Our Chase Bank account)

In the 'Send To' section, please enter 'NAmILG' (which stands for North America Immigration Law Group). If the name "Chen" or "Chen Immigration Law Associates" automatically pops up when our email is entered, you may leave this name for the transfer. If there is a daily limit, it is fine to send the total payment over the next few days.

For verification purposes, please make sure to include your <u>order ID # in the notes or</u> <u>memo section</u>. After the transfer is complete, please <u>upload a receipt</u> to the 'Additional Documents' section of your account.

4. Bank of America Mobile Transfer

If you are a Bank of America customer and wish to send us money using this option, please <u>leave a message</u> in your account to let us know and we <u>will provide instructions</u>. If there is a daily limit of \$1000, it is okay to send the total payment over a two or three-day period. Please note, this option may be unavailable from time to time if our account has reached its receipt limit.

After the transfer is complete, please <u>upload a receipt</u> to the 'Additional Documents' section of your account.

5. Wire Transfer

You can transfer money via a wire to Bank of America.

Our bank account information:

Account Name: North America Immigration Law Group

Account Address: 2723 South State ST., STE 150, Ann Arbor, MI, 48104

Bank Name: Bank of America

ACCT#: 488066403852

Routing# (for domestic wires): 026009593

SWIFT CODE (for international wires): BOFAUS3N

Please make sure to <u>include your order ID # in the notes or memo section</u>.

After the wire is complete, please <u>upload a receipt</u> to the 'Additional Documents' section of your account.

*Please note, our Bank of America New York wire transfer center address may automatically pop up when the Account Number and Routing Number are entered. You may leave this address for a wire transfer.

6. **ACH**

If you prefer to make an ACH transfer, please refer to our information below:

Account Name: North America Immigration Law Group

Bank Name: Bank of America Account#: 488066403852 Routing# (for ACH): 111000025

Please make sure to include your order ID # in the notes or memo section.

After the transfer is complete, please upload a receipt to the 'Additional Documents'

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section of your account.

Tel: 888.666.0969 | Fax: 214.580.5532 | Ann Arbor, Pasadena, New York

7. Chase bank Counter Deposit



Please make sure to <u>write your order ID number at the TOP of the slip.</u> After the counter deposit is complete, please <u>upload a receipt</u> to the documents section of your account.

*If "North America Immigration Law Group" does not work, it is okay to write our account name as "Chen Immigration Law Associates, P.C." as that is the original name of our firm.

8. Chase Quick Pay

You can send us payment via Chase QuickPay in your online banking portal, regardless of whether you are a Chase customer or not.

- a. Log into your chase online account.
- b. Select the "Send Payments" tab
- c. Select "Chase QuickPay"
- d. Select "Send Money"
- e. Select "Add New Recipient"
- f. Enter "NAmILG" in the "New Recipient Name" text box.
- g. Enter billing@wegreened.com in the "Email Address" text box.
- h. Enter the amount and select send.

Please make sure to <u>include your order ID # in the notes or memo section.</u> After the payment is complete, please <u>upload a receipt</u> to the documents section of your account.

^{*}Please note, the maximum amount of a transfer is \$2000 a day. It is okay to send the total payment over a two-day period.

9. Credit Card / Debit Card

You can request a credit card invoice and we will send you an email. You can click on the Stripe Checkout or PayPal links in the email to proceed with credit card checkout. Please note that there is a <u>2% service fee</u> for payments made via Stripe and a <u>2.5% service fee</u> for payments made via PayPal.

If you are using a monthly installment plan, for administrative convenience, we will ask you to make the payment via the Stripe online credit card payment method. For this payment method, you will just need to provide your credit card information and initiate the payment for the first installment. After initiating the first payment, the following installments will be charged automatically to your credit card each month for consecutive months, until all the monthly installments are completed. Please also note that Stripe charges a 2% service fee for each transaction.

10. Bill Pay

Account Name: North America Immigration Law Group

ACCT#: 488066403852

Account Address: 100 Phoenix Dr, East Building, Suite 301, Ann Arbor, MI 48108

*Due to COVID-19 pandemic, we have temporarily switched our office address to the one listed above for the purpose of receiving and sorting mails.

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Please make sure to <u>include your order ID # in the notes or memo section</u>.

Tel: 888.666.0969 | Fax: 214.580.5532 | Ann Arbor, Pasadena, New York