

# Pre-Payment Request Form

Additional instructions on following page

Contact Name: \_\_\_\_\_

Group Name (name of church): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Registration Totals and Payment Information

Fill in the number of participants, multiply it by the deposit amount, and then enter the total deposit for each of the programs you will be attending. You may submit more than one form if needed.

Program	# Participants	X	Deposit	=	Total
PASSPORTkids (\$305 session)	_____	X	\$61	=	\$ _____
PASSPORTkids (\$325 session)	_____	X	\$65	=	\$ _____
PASSPORTchoices, Greensboro	_____	X	\$83	=	\$ _____
PASSPORTmissions, Averett	_____	X	\$83	=	\$ _____
PASSPORTmissions, Furman	_____	X	\$87	=	\$ _____
PASSPORT at Gordon Coll.	_____	X	\$90	=	\$ _____
MissionBASE TN	_____	X	\$88.50	=	\$ _____
MissionBASE DC	_____	X	\$118.50	=	\$ _____

\* All deposits and money paid for MissionBase are not refundable and not transferrable.

## Multiple Credit Card Payments

1. Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

2. Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## Pre-Payment Instructions

Groups may send a check for deposits to the national office prior to registration. You'll find the information needed to complete a pre-payment below. **Pre-paying does not secure spots; you will still need to register online on or after the day registration opens.**

Requests must be received by September 30, 2018 for General Registration.

### Pre-Payments by Check

1. Write a check made out to "Passport, Inc." for the full deposit amount of your registration. If you are registering for more than one program, you can submit multiple checks, or you can combine these deposits into one payment.
2. Download, print, and complete the Pre-payment Code Request Form.
3. Send your check(s) and the completed Pre-payment Code Request Form to the Passport National Office.

Passport, Inc.  
3421 Sierra Drive  
Birmingham, AL 35216  
Fax: 205-822-1960

4. The Passport, Inc. office will apply your check payment to your registration as soon as we see it come in to confirm and complete your registration application.

A note regarding pre-payment by check:

- At the time you register, you will need to select the "Check by Mail" option and complete your checkout. Passport will apply the amount of your check to complete your registration and secure your spots. If you register fewer than your check covers, the overpayment will be applied to your final balance. Passport will not issue refunds for overpayment, except as allowed by the cancellation policy.

### Pre-Payments by Multiple Credit Cards

You can register using multiple credit cards by filling out the front of this form and faxing it to the Passport office. We will charge the credit cards by the amount specified for each card, and then apply them to your account after you complete checkout. Select the "Check by Mail" option to complete checkout, and we will add your card payments to complete your registration and secure your spots.