

# MEMBERSHIP RENEWAL SUBMISSION AND PAYMENT OPTIONS



Your organization's Primary Contact can renew online with a credit card, or you can renew by mail, email, or fax. We accept payment by credit card, check, or ACH/Electronic Funds Transfer.

Choose the option that works best for you and your organization, but don't forget to include your NHPCO ID Number and Renewal Form when renewing by mail, email, or fax.

## Tips to ensure a speedy renewal:

1. Include your NHPCO ID Number on your ACH Remittance or Check.
2. Please make sure we receive your Renewal Form. If you are not sure your accounting department will include your Renewal Form with the payment, please email the Renewal Form to [accounting@nhpco.org](mailto:accounting@nhpco.org).
3. If paying by credit card, be sure to include the expiration date and security code.

Processing delays will occur if your payment is missing your NHPCO ID Number and Renewal Form.

## RENEW ONLINE!

The Primary Contact as well as those with CEO, Roster Manager, and Membership Contact relationships on your NHPCO roster, for your NHPCO membership can renew online with a credit card at: [www.nhpco.org/renew](http://www.nhpco.org/renew)

## ACH/ELECTRONIC FUNDS TRANSFER

**Atlantic Union Bank**  
1800 Robert Fulton Dr  
Reston VA 20191

**Bank ABA Number:** 051403164

**Account Number:** 8524083842

**Remember:** Include your NHPCO ID Number in the ACH Remittance and email your renewal form to [accounting@nhpco.org](mailto:accounting@nhpco.org). The Renewal Form is required to process your renewal.

## BY MAIL WITH A CHECK OR CREDIT CARD (Please Note New Address)

**Mail To:** NHPCO, PO Box 71178, Charlotte, NC 28272-1178

*(Overnight/express address: NHPCO, Box 3242, c/o Remitco / Deluxe, 6125 Lakeview Rd, Suite 800, Charlotte, NC 28269)*

**Remember:** Include your NHPCO ID Number on the check and include the Renewal Form when mailing your payment. If you are not sure your accounting department will include your Renewal Form with the payment, please email the Renewal Form to [accounting@nhpco.org](mailto:accounting@nhpco.org).

## BY FAX WITH CREDIT CARD

**703-837-1233**

Attn: Accounting

## BY EMAIL WITH CREDIT CARD

[accounting@nhpco.org](mailto:accounting@nhpco.org)



**NHPCO Federal Tax ID: 54 - 1096334**