



January 02, 2025

To Whom It May Concern:

We greatly appreciate the opportunity to be considered as a Vendor/Supplier for your school/school district and hope the enclosed documents meet your needs for approving and establishing an account for us in your database.

NASSP is a non-profit 501(c)(3) organization formed February 24, 1916. NASSP is the leading organization of middle level and high school principals and other school leaders across the United States. We seek to transform education through school leadership, recognizing that the fulfillment of each student's potential relies on great leaders in every school committed to the success of each student. Reflecting its long-standing commitment to student leadership development, NASSP administers the National Honor Society, National Junior Honor Society, National Elementary Honor Society, and National Student Council.

Our payment terms are DUR (due upon receipt) and we accept a wide variety of payment methods such as checks, personal, business, and virtual/single-use credit cards, as well as EFT payments. \*Note, virtual/single-use credit cards should not be used in our eCommerce platform, they should be emailed to [billing@nassp.org](mailto:billing@nassp.org) or phoned in.

**Please note that our new Remit To address below.**

**Remit To:**

**NASSP**

**PO Box 640245**

**Pittsburgh PA 15264-0245**

NASSP employs a remote work environment, and our staff members are rarely at our business' physical address to receive or process mail, so **we request that general correspondence be emailed to us.** You may email our Accounts Receivable team at [billing@nassp.org](mailto:billing@nassp.org) or our Customer Care Center team at [membership@nassp.org](mailto:membership@nassp.org); or [sales@nassp.org](mailto:sales@nassp.org).

A handwritten signature in black ink that reads "Kathy Jones". The signature is written in a cursive, flowing style.

Kathy Jones

Senior Accounts Receivable Specialist, Finance





## SUBSTITUTE W-9 Vendor Information Form

Business Name:

National Association of Secondary School Principals | NASSP

Sponsor of the following programs:

National Honor Society | NHS

National Junior Honor Society | NJHS

National Association of Student Councils | NASC

National Elementary Honor Society | NEHS

National Principals Conference | NPC

National Student Council | NSC | NatStuCo

Remit To Address:

PO Box 640245

Pittsburgh PA 15264-0245

Business Physical Address:

1904 Association Drive

Reston VA 20191-1537

Type of Business:

501 (c)(3) | Non-Profit

Terms:

DUR | Due Upon Receipt

Employer Identification Number:

52-6006937

DUNS:

07-4820945

SAM.gov

EKDHMK2CGL26

Expires 10-23-2025

Certification:

Under penalties of perjury, I certify that:

The number shown on this form is the correct employer identification number and not subject to backup withholding.

Signature: *Dana RS Williams*

Date: January 2, 2025

Printed Name/Position: Managing Director, Finance and Customer Care



January 02, 2025

To Whom It May Concern:

The National Association of Secondary School Principals | NASSP is the sole source for the following:

National Honor Society | NHS

National Junior Honor Society | NJHS

National Elementary Honor Society | NEHS

National Association of Student Councils | NASC

National Student Council | NSC | NatStuCo (formerly NASC)

The NHS, NJHS, NEHS, NASC, NSC, and NatStuCo emblems are registered with the United States Patent Office. This registration prohibits exploitation by persons or companies attempting to use, manufacture or distribute the emblems without special authorization from the National Association of Secondary School Principals.

Sole source extends to the memberships, conferences, professional development opportunities and insignia merchandise. Our products can be viewed at [nassp.org](http://nassp.org) | [nhs.us](http://nhs.us) | [njhs.us](http://njhs.us) | [nehs.org](http://nehs.org) | [nasc.us](http://nasc.us) | [natstuco.org](http://natstuco.org).

Noah Raskin

A handwritten signature in black ink, appearing to read "Noah Raskin", is positioned above the typed name.

Chief Financial Officer  
NASSP





## **Inbound ACH -&- Wire Transfer Instructions - PNC Bank, N.A.**

To: PNC Bank, N.A. \_\_ Fifth Avenue Place branch

249 Fifth Avenue  
Pittsburgh PA 15222  
United States of America

For International Wires: Bank Swift Code: PNCCUS33

ABA #: 054000030 (ACH)

ABA #: 031000053 (Wire) \_\_ Watergate branch, 2600 Virginia Ave, NW Washington, D.C. 20037

Acct #: 5303612701 \_ checking account

FBO: NASSP

National Association of Secondary School Principals  
1904 Association Drive  
Reston, VA 20191

### **Please Note:**

International wires are charged a service fee by the sending bank. This fee must be included in the funds sent.

**Payment advice** of pending wired funds with supporting documents and/or information on how we are to apply the funds ~ Customer #, Invoice#, Order#, etc. **MUST be emailed to [billing@nassp.org](mailto:billing@nassp.org) or faxed to 703-476-9321.**



October 06, 2022

To Whom It May Concern:

Please accept this letter as confirmation of National Association of Secondary School Principals' account at PNC Bank. We certify the checking account details listed below are correct per our records.

**Account Title:** NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

**Account Number:** 5303612701

**Bank Routing Number:** 054000030 – ACH & CHECKS  
031000053- WIRES

**Bank Swift Code:** PNCCUS33 (required for international payments)

**Bank Address:** PNC Bank, N.A.  
249 Fifth Avenue  
Pittsburgh, PA 15222

Should you have any questions, please contact our Treasury Management Client Care Team at 1-800-669-1518 or via email at [tmcc@pnc.com](mailto:tmcc@pnc.com).

Sincerely,

A handwritten signature in black ink that reads "Rebecca Woodruff". The signature is written in a cursive, flowing style.

Rebecca Woodruff  
Assist Vice President, Senior Sales Associate, Treasury Management  
PNC Bank

## **Products and Services Information:**

- Memberships (Individual Educators and Schools)
- Leadership Conference Registrations (Individual Educators and School Groups of Advisers, Students, & Chaperones)
- Advocacy
- Professional Development Research
- Member School Chapter Supplies
- Membership Recognition Merchandise
- Scholarships & Awards