

Information for Members and Visitors not being paid directly by IAS

Using your IAS ID card to purchase on campus

- Your Institute photo ID card can be used to purchase goods and services on campus. Service locations include:
 - Simons Hall – food, beverages and groceries (credit card payments also accepted)
 - Rubenstein Commons – food and beverages (credit card payments also accepted)
 - IAS Store (credit card payments also accepted)
 - Fuld Hall/B Building – USPS mailroom charges only
- Information on setting up your account and adding funds can be found at the following: <https://www.ias.edu/using-your-ias-id-card-purchase-campus>
- For any other charges, such as UPS, Federal Express, telephone services, pet registration or firewood, you will receive a monthly statement of charges.

Laundry Facility

- The machines will accept multiple forms of payment, including Visa, Mastercard, Discover, American Express, and mobile payments. Users can also download the Kiosoft CleanPay App for enhanced features, account management, and to start the machines with their cell phones.
- For more information on the Laundry Facility, please visit www.ias.edu/laundry

Monthly Statements

- Monthly statements are sent out the third week of the month and delivered to your office mailbox
- Billing of rent
 - Rent is billed monthly and is itemized on monthly statement
 - Statement mailed in the 3rd week of September will only include rent for August, if applicable.

- Statement mailed in the 3rd week of October will include September and October rent.
 - November statement (and each month following) will include the current month only.
 - For Term II only members – January rent will be billed, along with the February rent, on the statement mailed the 3rd week of February.
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- Payments can be made in cash, check (US dollars only) or credit card (see below) and are due upon receipt of the statement. You should include the statement stub (top right corner of the statement) with each payment to ensure it is applied correctly
 - There is an ATM machine located in the basement of Fuld Hall with a daily limit of \$500.00. IAS and its bank will not charge a fee for the transaction but your bank may charge one.
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- Credit card payment options are as follows:
 - Payment may be made in person in the Comptroller's Office in the ECP Building
 - A link to pay online can be emailed to you upon request. A \$2 convenience charge is added to all online credit card payments.
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- Cash or Check payments can be made by the following methods:
 - Mail payment via IAS Internal mail and address to Accounts Receivable
 - Drop payment off in the Comptroller's Office drop box located outside the ECP building
 - Mail payment via US Postal Service (if you are not on campus) to the following address:
 - Institute for Advanced Study, Accounts Receivable, 1 Einstein Drive, Princeton, NJ 08540

Questions regarding statement

All statement related questions should be addressed to Accounts Receivable via email acctrec@ias.edu or via phone x4447 (609-951-4447 for external phone)

Checkout prior to departure

One week prior to your departure, please schedule a check-out appointment to pay your final charges. Checkout appointments can be scheduled via Appointment Plus (<https://www.ias.edu/appointment>). Select “Comptroller’s Office” then “Accounts Receivable” and then “Departing Member Checkout” to schedule your appointment.

In order to ensure we have the correct address to send any statements or other documents – please email a forwarding address to acctrec@ias.edu