

# Payment Instructions

## PAYMENT METHODS

### a) International Postal Money Order (IPMO)

IPMO is a safe and reliable method of remitting payments internationally. It is a service provided by the post office. If you can't obtain IPMO in your country, then please consider another payment method listed below.

#### How to Get Your Payment Remitted by IPMO

Please visit your post office, and tell them you'd like to have your payment remitted to Japan by IPMO. In some countries, the post offices may refer to IPMO by different names. For example, in Singapore, the post office calls it "Foreign Money Order." Similarly, in Malaysia, the post office calls it "International Money Order."

On the other hand, the post offices in some countries offer Western Union Money Transfer service, but since no Western Union Agent exists here in Japan, it is not possible for us to accept it. Similarly, it is not possible for us to accept MoneyGram or Travelers Express money order. Neither are we able to accept any type of bank draft, due to high financial charges.

You will then be asked to fill in a form. Specify your fee to be remitted in US Dollars.

Make your IPMO payable to: **Kamiyama Artist-in-Residence Committee  
132 Jinryo Aza Nakazu, Kamiyama-cho, Myozai-gun  
Tokushima, Japan 771-3310**

You pay your post office in your local currency. Your post office will perform a currency conversion for 50USD when they charge you. Your post office will remit your fee to us through Japan Post. We usually receive it in 1-2 weeks. Your application will be processed once we receive your IPMO, and we will let you know by email.

#### For US Residents Only:

The post office will give you an IPMO check physically (applies only to residents in the United States), and you will need to mail it to our address shown above. Please write our committee name, our address on it. If you receive "Postal Money Order," then tell them you need to receive an "International Postal Money Order." Since we are not able to process application unless we receive your IPMO, we recommend you to get it registered when you post it, and signature will be required when we receive it. We are not able to take responsibility if your mail gets lost.

IMPORTANT NOTES: We **DO NOT** accept any other money order, such as standard money order, personal check or bank check due to high financial charges.

### b) Traveler's checks

Traveler's checks must be signed in both **holder's** and **counter signature** section and fill out the date, and made out to: **The Kamiyama Artist in Residence Committee**

### c) Cash

We accept an application fee of 50USD in US Dollars. Make sure to get the envelope containing your cash payment registered, or send it using a courier that requires signature of recipient upon delivery. Please do not send any coins. We are not able to take responsibility if your mail gets lost.

Send your traveler's checks or cash to the following address:

**Kamiyama Artist-in-Residence Committee  
132 Jinryo Aza Nakazu, Kamiyama-cho, Myozai-gun  
Tokushima, Japan 771-3310**

**Online Payment is available. Please contact us for further details.**