

# **New addresses for clubs, Rotarians sending dues or contributions to North America**

**26 September 2006**

All Rotarians and clubs that remit their dues and send Rotary Foundation contributions to North America need to note the new address of lockboxes (special post boxes designated to collect these funds).

Effective 1 October 2006, lockbox addresses are changing for Rotary International, The Rotary Foundation, and The Rotary Foundation (Canada) to the following.

## **For Rotarians and clubs that remit payments to the U.S.:**

### **Send membership dues and payments to Rotary International:**

Rotary International  
14255 Collections Center Drive  
Chicago, IL 60693

### **Send contributions to The Rotary Foundation:**

The Rotary Foundation  
14280 Collections Center Drive  
Chicago, IL 60693

## **For all Rotarians and clubs in Canada:**

### **Send membership dues and payments to Rotary International:**

Rotary International Box B9330  
P.O. Box 9100,  
Postal Station F  
Toronto, Ontario M4Y 3A5

### **Send contributions (in Canadian or U.S. dollars) to The Rotary Foundation:**

The Rotary Foundation (Canada) Box B9322  
P.O. Box 9100,  
Postal Station F  
Toronto, Ontario M4Y 3A5

[Download a complete listing of districts affected by this change.](#)

From 1 October 2006 through 31 March 2007, payments sent to the former lockbox addresses are automatically forwarded to the new lockbox. To ensure the most efficient processing, RI requests that all payments be sent directly to the lockbox addresses above, and not to the Secretariat in Evanston. Payments received in Evanston will be forwarded to the lockbox resulting in processing delays.

This change will not affect clubs' ability to make credit card payments online through Member Access, and members should not notice any difference in the processing of club payments. It will also not change the ability to make online credit card contributions to The Rotary Foundation.

## Frequently asked questions

### **What should I do if my club inadvertently sent dues or contributions to the wrong address?**

1. If a club inadvertently sends a contribution to the new RI lockbox instead of the new Foundation lockbox, the contribution will still be processed but may take a few extra days.
2. If a U.S. club accidentally sends dues payment to the new (or old) address in Canada, payments will be forwarded to Secretariat in Evanston and then sent to the appropriate new lockbox. These payments will take a few extra days to post due to mailing it to the correct processing location. If you sent your dues payment to the address in Canada, it will take a few extra days to get through the postal system but will still be processed.

### **Our club needs to use points to name four Paul Harris Fellows. Will I get recognition faster if I send it to the lockbox?**

Any requests for recognition that are not accompanied by a contribution should be sent directly to Rotary Secretariat in Evanston. As a reminder, Paul Harris Fellow recognition processing time is four to six weeks.

### **I am late sending in our contributions to get a tax receipt for this calendar/Rotary year. Can I send in my contributions to the lockbox by UPS or FedEx?**

Contributions can be sent by express delivery service to the lockbox, but to receive a tax receipt for either a 31 December or a 30 June date, the delivery envelope must be received at the lockbox no later than 31 December or 30 June. The addresses below are for overnight deliveries only:

#### **RI payments (U.S.)**

Bank of America Lockbox Services  
14255 Collections Center Drive  
Chicago, IL 60693

#### **Contributions to The Rotary Foundation (U.S.)**

Bank of America Lockbox Services  
14280 Collections Center Drive  
Chicago, IL 60693

#### **RI payments (Canada)**

Rotary International Box B9330  
Wholesale Lockbox Dept.  
325 Front Street West, 4th Floor  
Toronto, Ontario M5V 2Y1

#### **Contributions to The Rotary Foundation (Canada)**

The Rotary Foundation (Canada) Box B9322  
Wholesale Lockbox Dept.  
325 Front Street West, 4th Floor  
Toronto, Ontario M5V 2Y1

If you have additional questions, [contact your Club and District Support representative](#).

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