

Rotary Changes Bank Lockboxes Frequently Asked Questions

1. What is the new lockbox address?

RI Payments sent to the US

Rotary International
14255 Collections Center Drive
Chicago, IL 60693

RI Payments from Canada

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

TRF Contributions sent to US

The Rotary Foundation
14280 Collections Center Drive
Chicago, IL 60693

TRF Contributions from Canada

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

2. Our club inadvertently sent its dues payment / TRF contribution to the old lockbox. What will happen to it?

From 1 October 2006 through 31 March 2007, payments sent to the former lockbox addresses are automatically forwarded to the new lockbox. Starting 1 April 2007, payments will be returned to the sender.

3. My club inadvertently sent our contribution to the new RI lockbox instead of the new TRF lockbox. What will happen to it?

Your contribution will still be processed but may take a few extra days.

4. Our club is located in the US, but we accidentally sent our dues payment to the new (or old) address in Canada. What will happen to it?

Payments sent to the former lockbox address are forwarded to RI in Evanston and then sent to the appropriate new lockbox. Your payment 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.

5. Can we also send payments directly to the Rotary Secretariat in Evanston?

In order to ensure the fastest and most efficient processing, we request that all payments be sent directly to the lockbox. Payments received in Evanston will be forwarded to the lockbox resulting in processing delays.

6. Is our club's ability to pay our dues by credit card on-line affected by this change?

This change will not affect your club's ability to make credit card payments on-line. It will also not change your ability to make on-line credit card contributions to The Rotary Foundation.

7. What is the purpose of this change in banks?

This change ensures Rotary International has the most up-to-date banking services, at the best prices, in support of RI's international presence.

8. Will I notice anything different in the processing of my club's payment?

You won't notice any difference in the processing of your club's payment.

9. Are there any differences that I should be aware of from this change in banks?

You should be aware of the new lockbox addresses. See Question 1, above.

10. Our club needs to use our points to name four Paul Harris Fellows. Will I get the 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.

11. 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 in order 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:

OVERNIGHT COURIER (I.E. FED-EX, AIRBORNE ETC.) ADDRESS

RI Payments sent to the US

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

TRF Contributions sent to US

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

RI Payments sent to Canada

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

TRF Contributions sent to Canada

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

12. What if I have more questions later on?

Please look for additional information on www.rotary.org, or contact your Club and District Support Representative: www.rotary.org/support/CDAreps/index.html.