



LIONS CLUBS INTERNATIONAL PAYMENT INSTRUCTIONS FOR UNITED STATES CLUBS

I. Online Payment Options

Club Treasurers can visit the **Lion Portal** on the Lions International website. After logging onto the **Lion Portal**, choose **My Club**, **Club Statements** and select either **'Pay with PayPal'** or **'Pay Now.'**

II. CHECK PAYMENTS, VIA MAIL:

You may pay the balance of your account with a US dollar draft drawn on a United States bank or branch. Please mail your check directly to the Association's Lockbox:

**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
35842 EAGLE WAY
CHICAGO, IL 60678-1358**

Please allow a sufficient amount of time for the check to be received and processed to your account. Please include the top portion of your statement with your check or write the complete club name and club number on the front of your check. If we cannot identify a payment, there will be a delay in posting the payment to the correct account.

NOTE: Please do not mail your checks to Oak Brook.

III. Please contact the Accounts Receivable & Club Account Services Department with any questions.

E-mail: accountsreceivable@lionsclubs.org

Phone: 1-630-203-3810

Fax: 1- 630-571-1683

Web: www.lionsclubs.org

IV. Correspondence only should be sent to the address below:

Lions Club International
300 W. 22nd Street
Oak Brook, IL 60523

****Please note: Donations by check intended for Lions Clubs International Foundation should be mailed to: Lions Clubs International Foundation, Department 4547, Carol Stream, IL 60122-4547 USA**

For LCIF donation options please visit lionsclubs.org/waystogive or make an online donation at lionsclubs.org/donate