



## LIONS CLUBS INTERNATIONAL PAYMENT INSTRUCTIONS

### **I. DISTRICT OFFICE**

Please send your payments to the District Office. They will forward the payments to the China Council Office who will send a copy of the deposit slip and payment listing to the Accounts Receivable and Club Account Services Department.

### **II. Online Payment Options**

In addition to paying by Credit Card, PayPal is now an option for Club Treasurers with a valid MyLCI User ID and password. Club Treasurers can visit MyLCI on the Lions Clubs International website. After logging onto MyLCI, choose **Club**, **Statement** and select **PayPal or Credit/Debit Card**.

### **III. CHECK:**

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 write the complete club name and club number on the front of your check. Please include the top portion of your statement or a copy of the invoice with your payment. Please do not mail your check to Oak Brook.

### **IV. WIRE TRANSFER:**

You may make a payment through wire transfer to the following bank:

**JP Morgan Chase Bank, N.A.  
10 South Dearborn Street  
Chicago, Illinois 60603**

<b>Swift Number:</b>	<b>CHASUS33</b>
<b>Routing ABA #</b>	<b>021000021</b>
<b>Account Number:</b>	<b>00105732</b>
<b>Beneficiary Name:</b>	<b>International Association of Lions Clubs</b>

United States wire transfers will require the Routing ABA number and international wire transfers will require the Swift Number for efficient and timely processing.

Please e-mail or fax a copy of your wire confirmation to the Accounts Receivable & Club Account Services Department.

E-mail: [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org)

Phone: 1-630-203-3810

Fax: 1- 630-571-1683

Web: [www.lionsclubs.org](http://www.lionsclubs.org)

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