

Lions Clubs International Payments

Association payments (e.g. per capita dues, club supplies payments) are applied against the oldest balance outstanding on the appropriate club account by the Accounts Receivable Department. Please do not send district dues or multiple district dues payments directly to Lions Clubs International Headquarters.

Please allow enough time for mail delivery and include the complete club name(s) and club number(s) along with all payment(s). Following the above procedures will ensure that payments are properly credited to the correct account(s) in a timely and efficient manner. If a club number is not included, it will increase the time necessary to process your payment(s).

The club number and complete club name are the most important pieces of information to include with a payment!

Unidentified Payments

Sometimes, the origin of the payment cannot be identified, and this results in incorrect past due balances.

The majority of inquiries received by the Accounts Receivable Department relate to payments that were not credited to their club accounts. Generally, the reason why payments were not credited is that (1) the payment did not indicate a complete club name and club number, or (2) the proof of payments information was not sent to the Accounts Receivable Department.

When payments cannot be identified, the Accounts Receivable Department sends a letter listing these amounts to the district governor team, cabinet treasurers, council chairperson and friendly Lions or other contacts to ask for their assistance in identifying which club(s) made the payments. Identifying these payments is critical for maintaining accurate and current club account balances.

NOTE: Unidentified payments are listed by bank on the association's Web Site at www.lionsclubs.org Use the Search function, and type in the term "unidentified payments".

Monthly Statement of Account

The Monthly Statement of Account provides a monthly itemization of invoices and payments for a club or district account. The Monthly Statement of Account serves as a payment acknowledgement, and it shows the date that payments were received and credited to the account. If the ending statement balance has a "CR" to the right, the account has a credit balance, and no payment is due. Please do not make payments for a credit balance.

Please note that a deposit made on the final days of the month may not reach the

association's account until the next month, and therefore will not show on the club's statement until the following month. If a club payment does not appear on the monthly statement, the club should send proof of payment, which is a copy of the front and back of a check, copy of the bank deposit slip or copy of the wire transfer receipt to the Accounts Receivable Department at International Headquarters. The club treasurer should retain all Monthly Statement of Accounts as a part of the club's permanent files and that file should be passed on to each new treasurer. Good record retention by a club will ensure a smoother transition for a club's officers.

Lions Clubs International Payment Instructions

Each country has specific payment instructions, which are printed on the club's Monthly Statement of Account. Instructions are also available on the association's Web Site.

NOTE: To access payment instructions posted on the association's Web Site, go to www.lionsclubs.org. Use the Search function and, type in the term "payment instructions".

Association Bank Accounts:

US-based, US dollar association bank account:

The association has a US dollar account, located in the United States. This account only accepts US dollar checks that are drawn on US banks and made payable to LIONS CLUBS INTERNATIONAL. Clubs located in the United States may also make echeck

and credit card payments to this account. Clubs located outside of the US can pay via US dollar wire transfer to this account.

Association bank accounts located outside of the United States:

The association currently maintains 55 bank accounts, in multiple currencies, throughout the world. Deposits to these bank accounts should be made in the currency that corresponds to the bank account. For non-US dollar association bank accounts, the association sets a monthly US dollar exchange rate.

NOTE: Exchange Rates are posted by the month and year on the association's Web Site at www.lionsclubs.org. Use the Search function, and type in the term "exchange rates".

Please send all payment details, proof of payment and payment related questions directly to the Accounts Receivable department: e-mail:

accountsreceivable@lionsclubs.org or by fax 630-571-1683.

A. Payments made to the association's US-based, US dollar bank account

1. Payment Instructions for US dollar checks that are drawn on US banks and made payable to LIONS CLUBS INTERNATIONAL.

Clubs should mail US dollar checks drawn on US banks directly to the association's

Lock Box. Checks will be credited to the appropriate club account(s) the same day that the check reaches the Lock Box. Sending a check to International Headquarters will only delay the payment reaching the bank. Allow enough time when mailing checks.

All US dollar checks that are drawn on US banks should be mailed directly to:
The International Association of Lions Clubs
35842 Eagle Way
Chicago, Illinois 60678-1358, USA

NOTE: Unless a check is in US dollars and drawn on a US bank, it is considered a non-US dollar check. Because of high bank fees and length of bank processing time, any non-US dollar checks will be returned to the maker. Please include the statement bottom or invoice for all payments.

When mailing a payment without enclosing a statement bottom or invoice, please write the complete club name and club number on the front of the check. If the payment is for more than one club, please provide a breakdown of complete club names, club numbers and indicate the dollar amounts that should be applied to each club.

Please do not write the ident number or an invoice number on the check. The bank's personnel may, in error, enter these numbers as the club number.

NOTE: Please do not write any information on the back of the check, as the bank only provides copies of the front of the check.

2. Payments for LIONS CLUBS INTERNATIONAL by US dollar wire transfer.

Please send US dollar wire transfers directly to the headquarters US-based JP Morgan Chase Bank, N. A. Account.

- Include the complete club name and club number in the transfer instructions. The transfer should be made to:

JP MORGAN CHASE BANK, N.A.

10 South Dearborn Street

Chicago, Illinois 60603, USA

Swift Number CHASUS33

Routing (ABA) 021000021

Account Number 105732

Beneficiary Name: International Association of Lions Clubs

- Please send the payment details to Accounts Receivable. If the wire transfer is a bulk deposit (i.e. one payment for a number of clubs), we will need a breakdown of the total amount (i.e. complete club names, club numbers and US dollar amounts to be credited to each club) .

Please send the breakdown of the deposit along with a copy of the US dollar wire transfer to the Accounts Receivable Department: fax: 630-

571-1683, or by e-mail: accountsreceivable@lionsclubs.org.

B. Deposits made to a Lions Clubs International bank accounts located outside the United States.

Lions Clubs International maintains bank accounts throughout the world, in both US dollar and local currencies.

US dollar Deposits. US dollar deposits should only be made to a Lions Clubs International US dollar bank account.

Local Currency Deposits. Local currency deposits should only be made to a corresponding Lions Clubs International bank account. Monthly, the association posts the US dollar exchange rate. The monthly Statement of Account shows the exchange rate in effect for the next month. Please use the current rate, to make a

Please allow sufficient time to make a deposit to one of the association's banks, at least five (5) business days before month-end. The exchange rate is determined by the month that the association bank acknowledges receipt of a deposit. Please include the complete club name and the club number on the bank deposit slip.

- Please e-mail: accountsreceivable@lionsclubs.org, fax: 630-571-1683, or mail to the Accounts Receivable Department a legible copy of the deposit slip that shows the deposit date (i.e. Day, Month and Year) and which club account(s) should be credited.

Individual Deposits. Include the club number and complete club name on the copy of the deposit slip.

Bulk Deposits. In order to credit bulk deposits (i.e. one payment for a number of clubs), we will need a breakdown of the total amount by: club numbers, complete club names, and the amounts to be credited to each club stated in the deposit currency.

Other Payments or LCIF Donations. If you are making other types of payments (e.g. Charter Fees, Convention) or LCIF donations, please clearly indicate the purpose of these deposits, so that we can correctly record these deposits immediately upon receipt.