



## LIONS CLUBS INTERNATIONAL PAYMENT INSTRUCTIONS FOR CANADA

### I. 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**.

### II. CHECK

**The Association's account in Toronto is chartered to accept either US or Canadian dollar checks drawn on a Canadian Bank.**

**CLUB PAYMENTS and other LCI payments:** Please clearly identify your payment (include the statement top, write the complete club name and club number on the front of the check, or send an invoice copy). Checks will be credited to the appropriate club account(s) as of the date they are received by the lockbox.

Please mail your Canadian bank drawn payments and donations to the following address:

**THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS  
P. O. BOX 2425, STATION "A"  
TORONTO, ONTARIO  
M5W 2K5**

### III. ACH Electronic Processing

Pay now through ACH! Simply fill out the Pre-Authorize Agreement form, found on the LCI website under Finance, Payment Instructions. Send back to the Accounts Receivable Dept. via secured line email or fax. Please be sure to clearly identify your club number and payment amount in your email or fax.

Contact your district governor or our office if you have any questions.

#### **Accounts Receivable and Club Account Services**

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)