Please keep Statement of Account, Loan Payments, Moose Charities, and Renewal Dues payments on separate checks and send to the appropriate address or they may be delayed in processing and may incur finance charges.

### Statement of Account

**Please Include:** Lodge, Chapter, Legion or Association number on your check.

Pay online or make check payable to:

**Moose International**  
Finance Department  
155 S. International Dr.  
Mooseheart, IL 60539-1173  
(630) 966-2202

**Helpful Hints:**

- **The Fraternal Unit Billing Report** itemizing the New Members’ Apps & Dues is sent via email on the 1\(^{st}\) of each month. This is a **REPORT ONLY** - these charges will appear on your statement of account. Please pay from your statement of account, use **BLACK INK** and no staples or paper clips.

- **AR PAYMENTS** via Credit Card and ACH payments can be made online by logging into the **ADMIN** section.

### Loan Payments

Make check payable to:

**Moose International**  
Finance Department **ATTN: LOANS**  
155 S. International Dr.  
Mooseheart, IL 60539-1173  
(630) 966-2223

**Helpful Hints:**

- Please do **not** combine your payments for Loans and your statement of account. Please put **LOAN** in the memo area.

- **LOAN PAYMENTS** via Credit Card and ACH payments can be made online by logging into the **ADMIN** section.

### Renewal Dues

Dues Processing Center Processes Renewals for: **Active** and **Expired** members only.

Make check payable to: **Moose International**  
Include Member information on the front of the check  
Examples:

- John Smith 123456 New Exp 10/31/15  
- J Smith 123456 New Exp 10/31/15

**Mail to:**

**United States Payments:**  
Dues Processing Center  
Moose International  
PO Box 88065  
Chicago, IL 60680-1065

**Canada Payments:**  
Dues Processing Center  
Moose International  
PO Box 88067  
Chicago, IL 60680-1067

When possible pay members’ dues online or call (630) 906-3658 for assistance.

**Helpful Hints:**

- To guarantee member dues payments are processed efficiently, please be sure to include the Members’ First Name [or Initial], Last Name, Member IID and new expiration date in the memo portion on the front of all checks sent to the lockbox.

- The Moose International Central Dues Processing Department **does not** receive correspondence sent with payments to the lockbox.

- Please do **not** send renewal dues to Moose International. You will be **billed on your Statement of Account** for these items:
  - New Member Dues (Code 1)  
  - Dues for Reinstatement (Dropped Members Code 3)  
  - Dues for Reenrollment (Terminated Members Code 2)

### Dues Processing Helpful Hints:

- **Dropped Status:**  
  Enter a **REINSTATEMENT** application on LCL.net and collect two years dues. The dues will be billed on your Statement of Account.

- **Terminated Status:**  
  Enter a **RE-ENROLLMENT** application on LCL.net and collect dues. Re-enrollment dues are billed on your Statement of Account.

### Moose Charities

Please include the Lodge, Chapter, Legion or Association number on the check. Also, the corresponding project or fund and designated amount if more than one project **MUST BE NOTED** on the check in the memo area.

Make checks payable to: **Moose Charities**

**Mail to:** **Moose Charities**  
155 S. International Dr.  
Mooseheart, IL 60539-1100  
(630) 966-2200

**Helpful Hints:**

- Make sure payments have the appropriate signatures. **WOTM** Require two signatures.

- Please do **not** send Moose Charities donations with Moose International payments or to the Dues Processing Center.