

## LUC University Lockbox Instructions

Please instruct payors to indicate in the memo field a description of the payment.

Please instruct senders to use the address exactly as it is written below; if the address is modified, checks could be returned to the payor.

Loyola University of Chicago  
P.O. Box 777323  
Chicago, Illinois 60677-9056



**For shipment via  
U.S. Postal Service ONLY  
(First-Class Mail)**

PNC Bank c/o Loyola University Chicago  
Lockbox Number 777323  
350 East Devon Avenue  
Itasca, Illinois 60143



**For shipment via  
Courier ONLY  
(FedEx, UPS, etc.)**

Please note that the "P.O. Box" address should only be used for mail routed through the U.S. Postal Service. All overnight mail by *couriers* (FedEx, UPS, DHL, etc.) should be sent to the physical street address in Itasca, IL. The box name and number should be referenced in the address.

Departments that are expecting a check(s) must send an email along with any relevant attachments (e.g., invoice, letter, etc.) to [CashMgmt@luc.edu](mailto:CashMgmt@luc.edu) to let CMS know which department is expecting the funds. Please include the full 10-digit accounting unit and account number to which the funds should be credited when received.