

## **Important Update on US Bank Investment Deposits and Withdrawal Requests**

US Bank has asked that us to inform all parishes and schools that most of their staff are working remotely and that includes our contact Debbie Leader. US Bank's goal is to have as few people physically in the office as possible for the foreseeable future. As such, staffing levels at their physical Oak Street location will be thin. We must request that **all checks sent to US Bank for deposit into your long-term investment accounts be sent through US Bank's lockbox and not directed to their Oak Street location** effective immediately and until further notice. If checks have already been put in the mail, be assured that they will get processed but there may be a delay.

As a reminder, that address is:

U.S. BANK LOCKBOX  
UNIT 87  
PO BOX 4900  
PORTLAND, OR 97208-4900

In addition, **all withdrawal requests should be either scanned and emailed to Debbie Leader at [debbie.leader@usbank.com](mailto:debbie.leader@usbank.com) or faxed to Debbie at 866-676-6883.** If you need to contact Debbie Leader, please do so via email.

US Bank thanks you for your understanding and appreciates the opportunity to serve the needs of the participating churches and schools.

If you have any questions on the above, please feel free to email Sandy Richards at [srichards@archdpdx.org](mailto:srichards@archdpdx.org). Thank you for your patience and cooperation during this time.