



FEMA

W-10040

April 5, 2010

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the
National Flood Insurance Program (NFIP) Servicing Agent

FROM: NFIP Clearinghouse

SUBJECT: Updated Address – FEMA Central Depository (Lockbox)

This bulletin announces an updated address for all receipts sent to the Federal Emergency Management Agency (FEMA) and supersedes all previous guidance related to the FEMA lockbox address. The FEMA Central Depository, also known as the FEMA Lockbox, is critical to ensuring control over money received by the Agency.

Effective immediately, all checks and money orders made payable to FEMA should be sent to:

FEMA
P.O. Box 70941
Charlotte, NC 28272-0941

For payments sent via courier (i.e., UPS, DHL, and FedEx), the address is:

FEMA
Wells Fargo QLP Lockbox – D 1113-022
Lockbox #70941
1525 West WT Harris Blvd.
Charlotte, NC 28262

All new Disaster and Non-Disaster Bills for Collection or other correspondence related to collections should include instructions to forward all such payments to the new address.

As usual, when a FEMA office receives any check or money order payment with FEMA designated as the payee, the payment, along with all relevant documents, including the envelope, should be forwarded to the above address the same business day that it is received. If FEMA is not the payee listed on the payment, it should be returned to the sender.

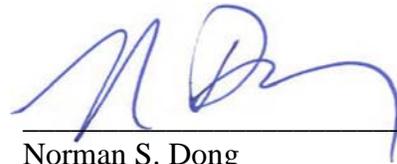
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Disaster assistance recipients who wish to voluntarily return funds to FEMA should be directed to mail their payments to the lockbox. FEMA grantees that need to return funds on an open grant where funds were received through Health and Human Services' (HHS) Smartlink system should follow the guidelines published on HHS's web site at www.dpm.psc.gov. The instructions can be found under the Grant Recipient Info link. If a FEMA office receives funds from a grantee, these funds should be forwarded to the lockbox with a note that the funds should be transferred to HHS.

If you have any questions regarding this bulletin, please contact Jackie Cohen, Chief, Receipts Unit, FEMA Finance Center at (540) 542-7171 or via e-mail at Jackie.cohen@dhs.gov.



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cc: Vendors, IBHS, Government Technical Representative

Required Routing: All Departments