



JUN 06 2006

**ITA Accounting Memorandum 2006 - 12**

**MEMORANDUM FOR:** International Trade Administration  
**FROM:** Leslie Hyland, Director of Accounting and Financial Systems  
**SUBJECT:** Change in Lockbox Contractor

Effective June 5, 2006, operation of the lockbox used by the International Trade Administration for foreign and domestic cash collections will transfer from JP Morgan Chase to Citibank. The new lockbox mailing address is:

ITA  
Post Office Box 11750  
Philadelphia, PA 19101-0750

For items sent by overnight delivery service, such as FedEx, UPS, etc., the lockbox address is:

ITA – Box 6395  
1617 Brett Road  
New Castle, DE 19720-2425

For a certain period after Citibank assumes lockbox operations, JP Morgan will reroute any ITA collections it receives to Citibank. However, this process will not continue indefinitely so it is important that users be made aware of the change in lockbox operations as soon as possible.

We would appreciate your assistance in distributing this Accounting Memorandum within your Program Area.

Cleared:   
Jim Donahue, Acting Chief Financial Officer

