



## IMPORTANT ACCOUNT INFORMATION

### We've changed our lockbox.

Effective June 1, 2018, our NeoFunds® and TotalFunds® lockbox address has changed for all statement payments. Please update your Accounts Payable Vendor records.

For your convenience, NeoFunds and TotalFunds offer ACH as an electronic payment method. Vendor Form requests are accepted at **800.636.7678**, or you can choose to pay by visiting **[www.MyNeopost.com](http://www.MyNeopost.com)**.

For ACH Payments, our bank account will remain with Bank of America:  
Account # **385015844484**, Routing # **011900254**.

For any ACH payments where you cannot include your full account number(s) on the ACH addenda, please email your remittance advice to **[pfcash@neopost.com](mailto:pfcash@neopost.com)**.

New W-9 Forms are located at **[www.neopost.com/resources/tax-information](http://www.neopost.com/resources/tax-information)**.

There are no changes in contractual terms as a result of this update.

### New Remittance Address:

NeoFunds or TotalFunds  
P.O. Box 6813  
Carol Stream, IL 60197-6813

