



## **Important Update for Mailing Checks to YRF**

**You can mail your 403b Loan payment check to the Fund's lockbox.**

In response to the Coronavirus pandemic, the YMCA Retirement Fund has made an important update. As of March 26, 2020, ALL CHECKS submitted to YRF should be mailed to the Fund's lockbox:

**YMCA Retirement Fund  
Newark Post Office  
P.O. Box 35551  
Newark, NJ 07193-5551**

Mailing to the lockbox will ensure your payment will be processed in a timely manner.

**YoGC Team members who choose this method must notify Brenda Davis via email at [brenda.davis@ymcacharlotte.org](mailto:brenda.davis@ymcacharlotte.org) or 336-317-4791, or the HR department at [HRdept@ymcacharlotte.org](mailto:HRdept@ymcacharlotte.org).**

If you are a Fund participant who needs to mail the Fund a loan payment, please indicate on the check that it is for a loan payment and include your name, Fund ID number or the last four digits of your social security number.

### **General Correspondence**

**DO NOT MAIL GENERAL CORRESPONDENCE TO THE LOCKBOX ADDRESS.** This will only delay the processing. Mailed documents may take longer to process, so YRF encourages all Fund participants and retirees to send pertinent documents and forms electronically. In order to submit your documents electronically, please contact the YRF customer service center at [info@ymcaet.org](mailto:info@ymcaet.org).

YRF recently modified its customer service hours to ensure the well-being of YRF employees, so you may experience longer wait periods. Thank you for your patience during this time.