
BULLETIN

TO: Banking Bureau Licensees, Potential Applicants and Banking Industry
FROM: Samuel Fuller, Associate Commissioner for Banking
SUBJECT: **Change of Address for Banking Bureau Lockbox Filings**
DATE: August 25, 2023

This bulletin aims to alert filers to a change of address to the Department of Insurance, Securities and Banking's ("DISB") lockbox for private courier delivered filings for the Banking Bureau. DISB requires all filings and other correspondence submitted with an accompanying check as payment of a license application, assessment, ATM registration or similar filing fee to be mailed directly to the Banking Bureau lockbox at one of the two addresses listed below.

Please note that the type of mail delivery service determines which lockbox should be used and that all checks shall be made payable to the D.C. Treasurer. The two lockbox addresses are as follows:

1. **FILINGS WITH PAYMENTS VIA COURIER SERVICES:** All filings and other correspondence containing payments that are sent via **private courier services such as DHL, UPS, FedEx, and Airborne Express** must be sent to the following address:

**D.C. Department of Insurance, Securities and Banking
Banking Bureau
LOCKBOX SERVICES - # 96378
MAC Y1372-045
401 MARKET STREET
PHILADELPHIA, PA 19106**

2. **FILINGS WITH PAYMENTS VIA U.S. MAIL:** All filings and other correspondence containing payments that are sent via regular **U.S. Mail Service or U.S. Postal Service Express Mail** must be sent to:

D.C. Department of Insurance, Securities and Banking
Banking Bureau
P.O. Box 716379
Philadelphia, PA 19171-6379

3. **FILINGS THAT DO NOT CONTAIN PAYMENTS:** Any Banking Bureau filings and other correspondence that **do not** contain checks or other forms of payment should be sent directly to the Securities Bureau at the address listed below:

D.C. Department of Insurance, Securities and Banking
Banking Bureau
1050 First Street N.E., Suite 801
Washington, DC 20002