

PLGIT can offer a better way to mail your check deposits by using the “PLGIT Lockbox”.

What is a lockbox? A lockbox is nothing more than a specialized post office box used to handle collections. Many companies, such as utility companies, use a lockbox for payment of bills.

How do I mail check deposits? Mail all items for investment with a PLGIT Lockbox deposit ticket to PLGIT’s *lockbox address*. The lockbox is set up directly with PLGIT’s depository bank or check clearing agent, thereby eliminating any time delay in the actual deposit of items.

The lockbox address is: **PLGIT Lockbox
P.O. Box 782335
Philadelphia, PA 19178-2335**

For *overnight* deposit information, please call PLGIT Client Services group at 1-800-572-1472.

What is the benefit to me? The benefit to you as a *PLGIT Investor* is that the lockbox speeds up collection and deposit of check items by as many as four business days. This means that your funds are deposited into the designated PLGIT-Class account, earning the PLGIT-Class rate sooner than ever before.

What do I have to do to enroll in the lockbox product? There is no form to fill out. Simply begin using the PLGIT Lockbox deposit ticket.

How do I use the PLGIT Lockbox? The lockbox address appears in the lower right corner on the PLGIT Lockbox deposit ticket. Please complete each of the fields on the ticket: Investor (Entity) name and address, PLGIT account number, deposit total, and the number of checks in the deposit.

Important Reminders

- Include no more than 25 checks with each deposit ticket.
- A single check cannot be split between multiple PLGIT-Class accounts.
- A single deposit cannot be split between multiple PLGIT-Class accounts. Use a separate deposit ticket for each PLGIT-Class account.
- **NEVER** send cash to the lockbox. PLGIT cannot guarantee cash lockbox deposits and, therefore, will not be responsible for cash mailed to the lockbox.
- **No other correspondences may be sent to the lockbox.** All other documents should be mailed to the following address:

**PLGIT Client Services Group
P.O. Box 11760
Harrisburg, PA 17108-1760**