

# Credit Transfer Release Form

Date \_\_\_\_\_

Person Completing Form \_\_\_\_\_

E-mail \_\_\_\_\_ Phone# \_\_\_\_\_

Member name \_\_\_\_\_

ID# \_\_\_\_\_ Club# \_\_\_\_\_

shows a balance of \_\_\_\_\_ MJF credits as named

and \_\_\_\_\_

*(Individual's signature or next of kin for personal donation credits transfers – club officer signature for club donation credits transfers)*

authorizes the release of credits to the \_\_\_\_\_ Lions Club

District \_\_\_\_\_ Multiple District \_\_\_\_\_

## Send completed authorization forms to:

**LCIF Donor Services, Department 4547, Carol Stream, IL 60122-4547, USA**  
or scanned copies of the form via e-mail to [DonorAssistance@lionsclubs.org](mailto:DonorAssistance@lionsclubs.org).  
Fax – 630-571-5735

## Credit Release and Transfer Guidelines

- LCIF requires signed authorization releases for MJF credit transfer requests.
- Non-Member credits from personal donations are non-transferrable without a signed release from the non-member donor.
- Deceased Member credits from personal donations are non-transferrable without a signed release from the next-of- kin.
- Non-Member/Deceased Member credits from club donations are transferrable upon signed authorization from a club officer.
- Credits from club donations are transferrable only back to the donor club.
- Allow 2-4 weeks for the completion of transfer requests.
- Donor Services staff will validate and approve all transfer requests.