



**AMERICAN RED CROSS CONNECTICUT CHAPTER
NEW MAILING ADDRESSES**

EFFECTIVE OCTOBER 6, 2009

Course Record Sheets with Checks:

American Red Cross
PO Box 5003
Dept 105064
Hartford, CT 06102-5003

Course Record Sheets without Payment:

American Red Cross
209 Farmington Ave 3rd Floor
Farmington, CT 06032
Attn: Nancy Joyce or Naomi Kimbrough

Or email them to: joycen@usa.redcross.org or kimbroughn@usa.redcross.org
Please do not send to both.

Payments on Account:

American Red Cross
PO Box 5003
Dept 105059
Hartford, CT 06102-5003

Credit Card payments return remittance

American Red Cross
Attn: Finance Dept
209 Farmington Ave 3rd floor
Farmington, CT 06032

For questions regarding invoices please contact: 860-678-4319

For questions regarding course record sheets please contact: 860-678-2820
Or joycen@usa.redcross.org

In order to avoid duplicate and the delay in processing paperwork, please submit course records only once. For example, do not fax and e-mail the same course record sheet.

Please be advised that there may be an increase in processing time should there be any variation of these new procedures.