



July'2020

**Starbuck Corporation**  
**Attn: Financial Lease Admin**  
**PO Box 35126, MS-RE3**  
**Seattle, WA 98124-5126**

**TO: All US & Canada Landlords**

**RE: Notice of Address Change & EFT Sign-up**

Dear Starbucks Landlord,

This letter serves as written notice of a change to Starbucks' Notice Address. From and after the date hereof, all Notices should be mailed to the following -

To Tenant at:	Starbucks Corporation Attn: Financial Lease Admin. MS-RE3 RE: Starbucks Coffee Company Store # _____ - ____
by mail at:	P.O. Box 35126 Seattle, WA 98124-5126
or by overnight delivery <u>only</u> :	2401 Utah Avenue South, Suite 800 Seattle, WA 98134

For general inquiries related to your Lease including rent or to submit invoices for reimbursement, please email to: [FinancialLeaseAdmi@Starbucks.com](mailto:FinancialLeaseAdmi@Starbucks.com). Please include Starbucks Store# and do not mail a *hardcopy* to avoid duplication.

#### **Electronic Funds Transfer (EFT)**

We encourage Landlords to receive payment via Electronic Funds Transfer (EFT) to ensure the most efficient and secure payment process.

Access the EFT Set-Up Information by visiting <https://www.Starbucks.com/business/landlord-faq/eft-direct-deposit> and submit completed copies to [LandlordEFTInquiries@Starbucks.com](mailto:LandlordEFTInquiries@Starbucks.com). You may also request an EFT DocuSign Envelope via the same email address.

This letter does not modify any other terms of the Lease. Should you have any questions regarding this change please connect with us via email at [FinancialLeaseAdmi@starbucks.com](mailto:FinancialLeaseAdmi@starbucks.com).

Sincerely,  
Daniel Sheehan  
sr. manager, Financial Lease Administration  
Real Estate Support Services