



CHECKWRITING AUTHORIZATION

Questions? Call 1-888-467-3523

Instructions: Complete this form to request the ability to redeem MSDLAF+ shares by check. After completion, please fax or mail this form to the MSDLAF+ Client Services Group at the fax number or address listed at the bottom of this form.

ACCOUNT INFORMATION: (Please fill this section out completely.)

Investor Name: _____ TIN # _____
 Account #/Name: _____ (If applicable, please list the Fund account # that the cleared checks should be posted to.)

PRINTING OPTIONS: (Please select one of the following options.)

Please order checks on our behalf. (Additional forms are required. Please complete an Order Form and fax it along with this document. You will be contacted by the Fund with additional instructions.)
 Please send us a Specification Sheet for our printer/software administrator. _____ Check starting number (If not provided, #101.)

ADDITIONAL SERVICES: (Please select any optional services that you may require. A fee is associated with each service provided.)

- Partial ARP:** (Account Reconciliation Plan) Provides a report each day that checks are paid. The report is in serial number order and is provided via hardcopy report, data transmission, or File Transfer Protocol (FTP). (Also indicates breaks in sequence.)
- Full ARP:** (Account Reconciliation Plan) Provides reports on all paid and outstanding checks each day that checks are paid. Requires an issue and void/cancel file from your entity at least monthly. Reports also provide stop payments, canceled issues and miscellaneous debits and credits.
- Positive Pay:** Helps detect check fraud by electronically matching checks that are being presented to the checks your entity has issued. Your entity transmits a daily file of check issue information that the bank uses to compare serial numbers and dollar amounts. Positive Pay identifies any non-matching items and you then notify the bank to either pay or return the exceptions, by a daily cutoff time.
- Check Imaging:** Retrieve and review detailed images of paid checks.
- Direct Deposit of Payroll:** Transmit payroll electronically to employee bank accounts.
- Serial Check Sorting:** Canceled checks are returned to you in serial number order.

****Note:** You will be contacted by the bank with regard to documentation and implementation timeline. The Fund does not cover the fees associated with each service provided. Your entity will be charged monthly for these services.

CONTACT INFORMATION: (Please have an authorized individual, as designated per Fund records, sign and date this section.)

By signing below you authorize the additional services selected above and any charges related to those services.

Authorized Signature _____ Date _____ Phone # _____

Print or Type Name of Authorized Signatory _____ Title/Position _____ Email Address _____

Any document received by email will not be accepted. Please send by fax or mail.

FAX TO: MSDLAF+ Client Services Group 1-888-535-0120	MAIL TO: MSDLAF+ Client Services Group P.O. Box 11760 Harrisburg, PA 17108-1760
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FUND USE ONLY		
V2014.12	DATE	INITIALS
Processed		
Confirmed		