



# Instruction Sheet

## MSDLAF+ Purchases / Deposits

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*This Instruction Sheet describes the methods for sending funds to PURCHASE shares in MSDLAF+ by Same Day Fed Wire and by Next Day ACH (Automated Clearing House) banking transactions.*

### **1. SAME-DAY FED WIRE INITIATED THROUGH VENDOR OR LOCAL BANK**

*A vendor or local bank may send funds to MSDLAF+ using a Fed Wire. MSDLAF+ must receive both the Fed Wire and notification from you in order to provide same-day investment credit*

- INSTRUCT YOUR VENDOR OR LOCAL BANK to process a Fed Wire transfer to:
  - US Bank; Minneapolis, MN
  - ABA#: 091000022
  - Credit: MSDLAF+ Liquid Class, bank account 160233437807 -OR-
  - Credit: MSDLAF+ MAX Class, bank account 160234542720
  - Further Credit: (Name of your Entity and your MSDLAF+ Account number).
- REPORT YOUR WIRE PURCHASE to MSDLAF+ using one of the following methods by 2:00 P.M. eastern time (1:00 P.M. Central) for same-day investment credit
  - a. ONLINE:
    - Go to [www.MSDLAF.org](http://www.MSDLAF.org), then select Online Access to log in to Connect
    - Select TRANSACTIONS, then select WIRE PURCHASE NOTIFY and complete the necessary information
  - b. BY PHONE: Call 1.888.4.MSDLAF to speak with a member of the MSDLAF+ Client Services Group

### **2. NEXT-DAY ACH PURCHASE INITIATED BY MSDLAF+ CLIENT SERVICES GROUP**

*The MSDLAF+ Client Services Group will process your transaction to move funds FROM your requested local bank account to MSDLAF+. You must be registered for ACH transfers before using this option*

- REQUEST YOUR ACH PURCHASE using one of the following methods by 2:00 P.M. eastern (1:00 P.M. Central) for next day investment credit
  - a. ONLINE:
    - Go to [www.MSDLAF.org](http://www.MSDLAF.org), then select Online Access to log in to Connect
    - Select TRANSACTIONS, then select INITIATE ACH PURCHASE and select from your list of pre-authorized ACH Banking Instructions
  - b. BY PHONE: Call 1.888.4.MSDLAF to speak with a member of the MSDLAF+ Client Services Group

### **3. NEXT DAY ACH CREDIT INITIATED BY VENDOR OR LOCAL BANK**

*A vendor or local bank may send funds to your MSDLAF+ account using next-day ACH transfer.*

*You must register your vendor or local bank with MSDLAF+ in order to credit your MSDLAF+ account.*

- INSTRUCT YOUR VENDOR OR LOCAL BANK to process an ACH transfer to:
  - US Bank; Minneapolis, MN
  - ABA#: (Your entity's U.S. Bank account ABA#)
  - Account Name: (Name of your entity)
  - Account Number: (Your entity's U.S. Bank account related to your desired MSDLAF+ bank account)
  - \*\*Should you require assistance for the above information, please contact the MSDLAF+ Client Services Group at 1-888-4-MSDLAF.*

*You no longer need to report to MSDLAF+ Client Services Group any ACH Credits that will post in your entity's U.S. Bank account(s).*

***For instructions on how to direct your State Aid to MSDLAF+, please call your local Marketing Representative or the MSDLAF+ Client Services Group at 1-888-4-MSDLAF.***



## Instruction Sheet

# MSDLAF+ Redemptions / Withdrawals

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*This Instruction Sheet describes the methods to REDEEM shares from MSDLAF+ to withdraw funds by Same Day Fed Wire and by Next Day ACH (Automated Clearing House) banking transactions.*

### **1. SAME DAY FED WIRE INITIATED BY MSDLAF+ CLIENT SERVICES GROUP**

*The MSDLAF+ Client Services Group will process your transaction to send funds TO your requested local bank account. Your bank may charge a fee for accepting a Fed Wire. You must be registered for Fed Wire Redemptions before using this option.*

- REQUEST YOUR FED WIRE REDEMPTION using one of the following methods by 2:00 P.M. eastern (1:00 P.M. Central) for same day processing.
  - a. ONLINE:
    - Go to [www.MSDLAF.org](http://www.MSDLAF.org), then select Online Access to log in to Connect
    - Select TRANSACTIONS, then select INITIATE WIRE REDEMPTION and select from your list of pre-authorized Wire Banking Instructions.
  - b. BY PHONE: Call 1.888.4.MSDLAF to speak with a member of the MSDLAF+ Client Services Group.

### **2. NEXT-DAY ACH REDEMPTION INITIATED BY MSDLAF+ CLIENT SERVICES GROUP**

*The MSDLAF+ Client Services Group will process your transaction TO your requested local bank account. You must be registered for ACH transfers before using this option.*

- REQUEST YOUR ACH REDEMPTION using one of the following methods by 2:00 P.M. eastern (1:00 P.M. Central) for next day investment credit
  - a. ONLINE:
    - Go to [www.MSDLAF.org](http://www.MSDLAF.org), then select Online Access to log in to Connect
    - Select TRANSACTIONS, then select INITIATE ACH REDEMPTION and select from your list of pre-authorized ACH Banking Instructions
  - b. BY PHONE: Call 1.888.4.MSDLAF to speak with a member of the MSDLAF+ Client Services Group

### **3. NEXT DAY ACH DEBIT INITIATED BY VENDOR OR LOCAL BANK**

*A vendor or local bank may withdraw funds from your MSDLAF+ account using next day ACH transfer. You must register your vendor or local bank with MSDLAF+ in order to debit your MSDLAF+ account.*

- INSTRUCT YOUR VENDOR OR LOCAL BANK to process an ACH transfer from:
  - US Bank; Minneapolis, MN
  - ABA#: (Your entity's U.S. Bank account ABA#)
  - Account Name: (Name of your entity)
  - Account Number: (Your entity's U.S. Bank account related to your desired MSDLAF+ bank account)
  - \*\*Should you require assistance for the above information, please contact the MSDLAF+ Client Services Group at 1-888-4-MSDLAF.*

*You do not need to report to MSDLAF+ Client Services Group any ACH Debits that will post in your entity's U.S. Bank account(s).*