ACH Authorization Instructions

This document provides an overall view of ACH transactions and outlines the steps required to set up ACH instructions with MSDLAF+ for your use.

**It's Easy:** You can direct the MSDLAF+ Client Services Group to move funds to or from your MSDLAF+ account, utilizing the Automated Clearing House (ACH) system. An ACH request only requires one communication to the MSDLAF+ Client Services Group. In comparison, sending a Fed Wire to MSDLAF+ requires you to contact both your local bank to initiate the Fed Wire and to contact the MSDLAF+ Client Services Group to receive proper investment credit.

**It's Cost Effective:** ACH transactions are generally less expensive than wires, sometimes only a few cents versus a few dollars for a wire.

**• How to set up a local bank account for ACH Purchases and ACH Redemptions through MSDLAF+:**

You must pre-authorize MSDLAF+ to process ACH transactions against your specific local bank account. To pre-authorize MSDLAF+, do the following:

1. Complete and forward the ACH Setup Instructions Form to the MSDLAF+ Client Services Group via fax at 1-888-535-0120.
2. Notify your local bank that MSDLAF+ will be debiting or crediting your account. If your account has an ACH filter on it, you will need to provide an authorization letter to your local bank.

**• The difference between ACH Purchase and ACH Redemption:**

- **ACH Purchase:** the MSDLAF+ Client Services Group will move funds from your local bank account to your MSDLAF+ account.
- **ACH Redemption:** the MSDLAF+ Client Services Group will move funds from your MSDLAF+ account to your local bank account.

**• How to initiate an ACH Purchase or ACH Redemption:**

1. **Online:**
   - Go to [www.msdlaf.org](http://www.msdlaf.org) and select Account Access.
   - Log in using your EON user ID and password.
   - Select TRANSACTIONS, then select INITIATE ACH PURCHASE or select INITIATE ACH REDEMPTION, then select from your list of pre-authorized ACH banking instructions.
2. **By phone:**
   - Call the MSDLAF+ Client Services Group at 1-888-467-3523 and request an ACH Purchase or ACH Redemption.
3. **By fax:**
   - Complete the appropriate section of the Transaction Request form found on [www.msdlaf.org](http://www.msdlaf.org) and fax the form to the MSDLAF+ Client Services Group at 1-888-535-0120.

**• When will the funds be in my local bank account or in my MSDLAF+ account?**

- Requests for ACH Purchases or ACH Redemptions made by phone, fax or online before 1:00 p.m. Central Time will be available the morning of the next business day.
- Requests made after 1:00 p.m. Central Time will be processed the next business day and will be available the morning of the second business day.
- You may also schedule your ACH Purchase or ACH Redemption for a date up to a year in the future by requesting the desired effective date of the fund movement.