



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 and select Account Access.
 - Log in using your Connect 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 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.