Did you know you can have your County Tax Collection proceeds sent directly to your MSDLAF+ account?

You can choose from 4 convenient options! The 4 options are as follows:

1. **Wire**: You may have your payments sent to your MSDLAF+ account by a Fed Wire. You must notify the MSDLAF+ Client Services Group of the amount and date the monies will arrive at U.S. Bank in order to receive same-day credit at MSDLAF+. Please contact the MSDLAF+ Client Services Group at 1-888-467-3523 for wire instructions and notification.

2. **ACH (Automated Clearing House) Transfer**: You may have your payments transmitted electronically to your MSDLAF+ account by a next-day ACH. To take advantage of this option, please contact the MSDLAF+ Client Services Group at 1-888-467-3523 for further information.

3. **Check**: You may have the County mail a check to the MSDLAF+ LockBox. Please see the attached LockBox Instruction sample letter in order to use this option.

4. **“MAGIC to MSDLAF+” Transfer**: If your County is a member of the MAGIC Fund, they have the option of transferring monies from their MAGIC account directly to your MSDLAF+ account on a same-day basis. Please contact your County and the MSDLAF+ Client Services Group at 1-888-467-3523 to find out whether this option is available to you and your County.
SAMPLE FORMAT
(TYPE OR COPY ON OFFICIAL LETTERHEAD)

(Date)

(Address to County Official)

Dear (County Official):

The (Your District's Name) requests that effective (Effective Date), all tax collection payments be transmitted to our district by being mailed directly to the following lockbox address:

MSDLAF+
Lockbox CM – 9556
St. Paul, MN 55170

Please mail the School Tax Settlement Report, State Auditor Form #52 to our regular school district address. If you have any questions concerning this request, please contact (Contact Name) at telephone number (Contact’s Phone Number). Thank you for your cooperation in this matter.

Sincerely,

_________________________________
Signature – Superintendent

_________________________________
Typed Name

Instructions: 1) Mail the original signed letter to the appropriate address
2) Fax a copy of this letter to 1-888-535-0120