



RECEIPT OF COUNTY TAXES

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.



RECEIPT OF COUNTY TAXES – LockBox INSTRUCTIONS

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***