



MARTIN LUTHER COLLEGE

**MLC MONTHLY PLAN:** Payment in ten installments through MLC's tuition management plan. Students enrolled in this plan make monthly payments (August-May) via automatic withdrawal on the 10th of each month (or the next business day) from a checking or savings account they have designated. There is no charge for participation, but students are required to provide appropriate bank account and routing information when enrolling in this plan. If two payments are returned for any reason (insufficient funds, account closed), the student will automatically be assigned to the twice-a-semester plan.

Attached please find a copy of the EFT Sign up Form. Please print it off, fill it out and return it by mail or secure email to **MLC Attn: JACKIE.**

Instructions for filling the form out:

I authorize: **Martin Luther College**

Initial Payment amount: **We won't know until the payments are set up** Regular Payment

Date: **10th of the month**

Financial Institution: **Your Bank Name** Branch: **If it has a specific name**

City: **Your Info** State: **Your Info** Zip code: **Your Info**

Name: **Print** Signature: **Sign** Date: **Your Info**

**Mark Checking or Savings Box**

Routing number: **9 Digit number specific to your bank.** Call and find out what it is if you don't know. Account number: **Your specific account number could be any number of digits.**

Retain for your record portion: **If you choose to fill out go ahead, remove that portion for your records.**

The filled out form will need to be returned to MLC either by mail or electronically as soon as possible.

For electronic submission: <https://mlc-wels.edu/financial-aid/documentation/>

Please return the form through this address. It is secure. Our email is not.

Please let me know when you have completed the steps and I will verify by email we received the form.

Any questions or concerns you might have, please feel free to contact me.

Thank you!

Jackie L. Dalueg

MLC Accounts Receivable

[daluegjl@mlc-wels.edu](mailto:daluegjl@mlc-wels.edu)

507-354-8221 ext. 217

