



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 our EFT Sign up Form. Please print it off, fill it out and return it by mail to **MLC, Attn: JACKIE, 1995 Luther Court, New Ulm, MN 56073**. Or Directions for electronic submission: use <https://mlc.leapfile.net> select **Financial Services & Accounting**. Scan, attach, and send.

Instructions for filling the form out:

Bank Name: **Your Bank Name**

Routing Number: **9 Digit number specific to your bank**. Call and find out what it is if you don't know.

Account Owner: **The Holder of the Account**

Account Number: **Your specific account number could be any number of digits.**
Mark Checking or Savings Box

Amount: **If not known, Enter CURRENT BALANCE DUE**

Start Date: **The 10th of the next month**

Signature: **Sign** Name: **Print** Date:

The completed form needs to be returned to MLC either by mail or electronically as soon as possible. Please let me know when you have completed the steps and I will verify by email that 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
daluegj@mlc-wels.edu
507-359-8221 ext. 217