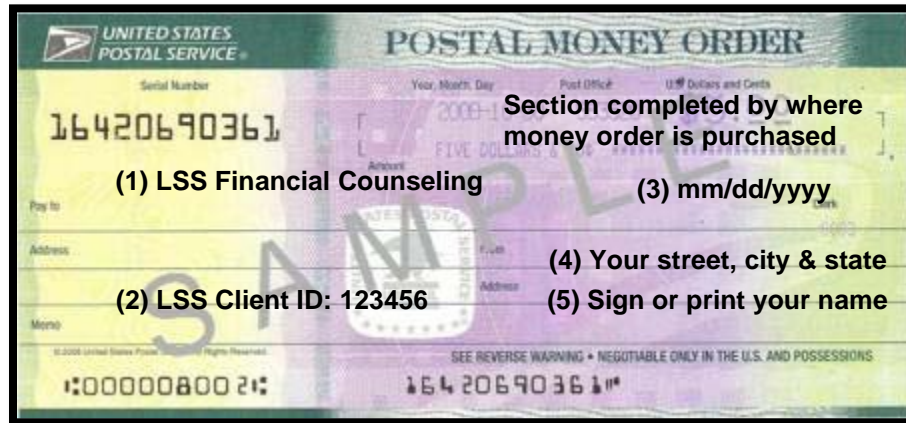


How to Complete a Money Order



Following these easy steps will help to ensure accurate processing of your funds from start to finish.

1. **PAY TO:** Make the money order payable to LSS Financial Counseling and send it with your LSS Financial Counseling Remittance stub found on the top of our statement.
2. **MEMO:** Include your LSS Client ID on the money order for proper account routing.
3. **DATE:** Fill in the date of purchase, if required.
4. **ADDRESS:** Add your address on the funds, including your street, city and state.
5. **SIGN IT:** Sign or print your name legibly. If the money order is purchased for you by someone else, be sure that your name and LSS Client ID are clearly printed on the funds.

We ask that you use blue or black ink when completing each money order, and if you have a special note or message for us, please write it down on a separate paper and send it along. Finally, it is always a good idea that you keep your money order receipts for reference.

Payment delivery options:

Regular Mail
LSS Financial Counseling
PO Box 306
Duluth, MN 55801

Express Mail
LSS Financial Counseling
1330 East Superior Street, Suite 203
Duluth, MN 55805

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