

# How to Complete a Money Order



1. Include your LSS Financial Counseling Service Remittance statement stub. The stub is located at the top of your monthly LSS statement.
2. Make the money order payable to **LSS Financial Counseling Service**.
3. Include your client ID on the money order.
4. Sign or print your name legibly.
5. Fill in the date you purchased the money order if required.
6. Fill in your address including your city and state.
7. If the money order is purchased for you by someone else, make sure to write your name and client ID on the money order.
8. **DO NOT** write special notes or instructions on the money order.
9. Use blue or black ink to complete your money order.
10. Keep your customer money order receipt with your other LSS Financial paperwork.

**Please mail payment to:**

**U.S. Mail:**

LSS Financial Counseling Service  
P.O. Box 306  
Duluth, MN 55801-0306

**Express Mail:**

LSS Financial Counseling Service  
424 W. Superior St. STE 600  
Duluth, MN 55802