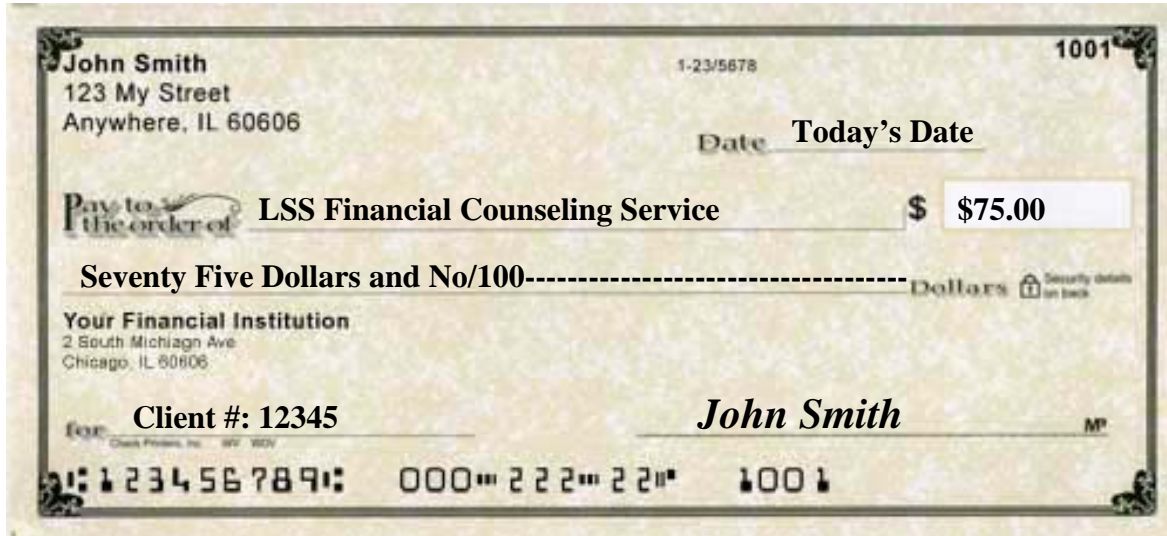


# How to Complete a Personal Check

The fastest means of making your deposit is in the form of a money order or cashier's check. Personal checks are deducted from your account the same day they are received by LSS. Payments will be made to your creditors after your bank verifies these funds (generally 3-5 business days). **DO NOT USE A PERSONAL CHECK FOR LAST MINUTE PAYMENT OPTIONS.**



- Include your LSS Financial Counseling Service statement stub. The stub is located on the top of your monthly LSS statement.
- Make the check payable to LSS Financial Counseling Service.
- Fill in today's date—all checks are processed the same day they are received in our office. Future dated checks will not be accepted and will be returned.
- Use blue or black ink only.
- Make sure the amount box (where the amount of the check written in numbers) and the amount line (the amount of the check written in words) match.
- Always sign your check.
- Write your client ID on the check.

Please mail payment to:

**U.S. Mail**

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

**Express:**

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