

REQUEST FOR FUNDS

In most circumstances, requests for funds are processed within two to five business days of receiving all required documentation. Keep in mind that unsigned, incomplete, or missing documentation will delay processing. MSNT may, in their discretion as Trustee, deny the request based on applicable federal and state statutes and regulations.

Use this checklist to help ensure a timely review:

- | | |
|--|--|
| <input type="checkbox"/> Receipts, Estimates or Invoices less than 90 days | <input type="checkbox"/> Request is for the primary benefit of the Beneficiary |
| <input type="checkbox"/> Does not include housing, food, cash | <input type="checkbox"/> Signature |

As the requestor, you agree:

- | | |
|---|---|
| <ul style="list-style-type: none"> You are the responsible party to sign on behalf of the Beneficiary Beneficiary did not purchase the items | <ul style="list-style-type: none"> All required documentation is included Request for funds will not be processed the same day they are submitted |
|---|---|

Name of Beneficiary:	
Item(s) or Service(s) Requested:	
Total Amount:	
Request is a:	Reimbursement--# of Receipts _____ Direct Purchase

Funds should be issued by: ☐ Check ☐ Beneficiary's MSNT True Link Card

If you are requesting funds to be mailed by check, allow up to 10 business days for the check to be received.

Check should be made payable to: * Check cannot be payable to the Beneficiary		
Mailing address:		Apt/Suite #:
City:	State:	Zip:

Requested by: _____ Date: _____ Phone: _____
Signature

Please submit the request with required documentation to MSNT			
	PO Box 7629 Columbia, MO 65205	 mftbt@midwestspecialneedstrust.org	 1-573-303-5866