

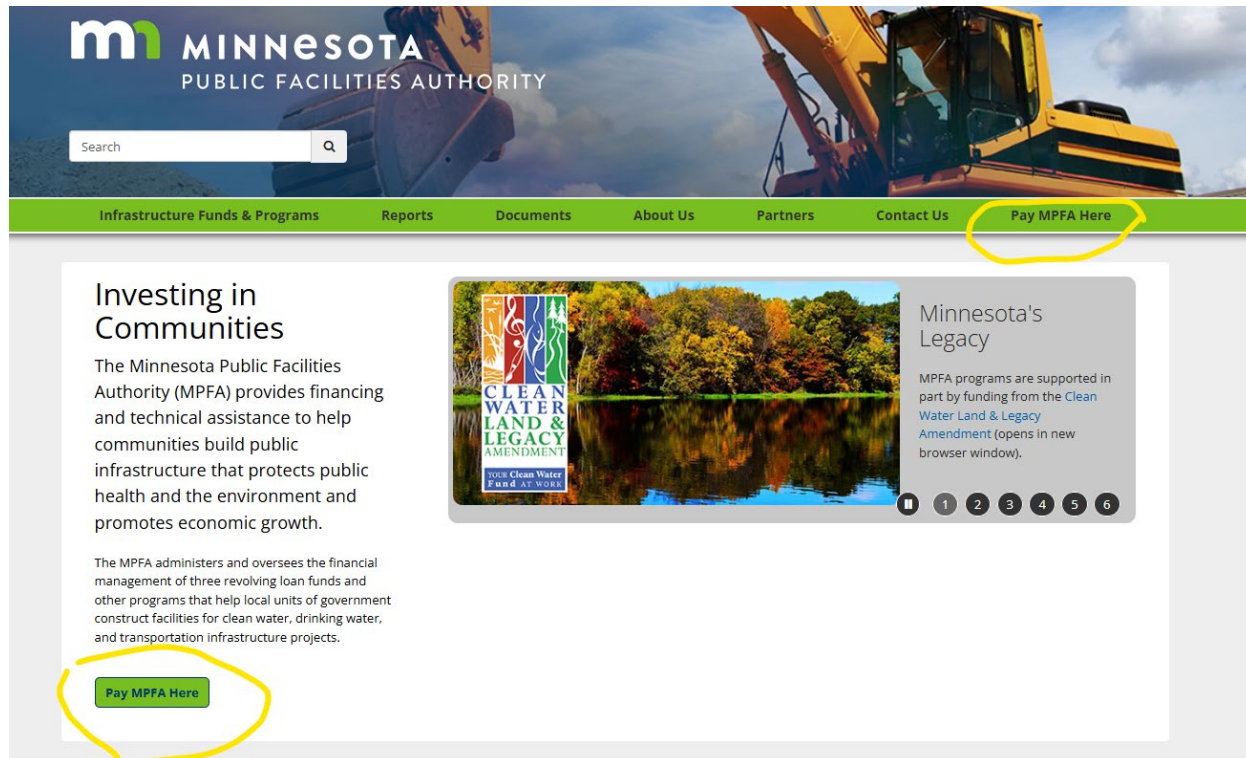
## Instructions for making an Electronic Check Payment:

Follow this link: [Pay MPFA Here / Public Facilities Authority](#)

When you get to the MPFA payment page, follow the [State of MN | Payments](#) link.

Below gives the visual steps to make the payment.

### 1) [Public Facilities Authority \(MPFA\) / Public Facilities Authority](#)



### 2) [Pay MPFA Here / Public Facilities Authority](#)

## Pay MPFA Here

### To Make an Electronic Check Payment

To make an electronic payment (e-check). This transaction does not have a fee: [MN Web Payments](#)

### To make Payment by Electronic Funds Transfer

Contact your MPFA loan officer for detailed information on wire transfers.

Contact the MPFA financial Officer listed below or your loan officer with the date the MPFA will receive payments you send by wire.

Melissa Ralph: [melissa.ralph@state.mn.us](mailto:melissa.ralph@state.mn.us)

### To Make Payment by Check

Make checks payable to the MN Public Facilities Authority and mail to:

MN Public Facilities Authority  
ATTN: Admin/Fiscal Services  
1st National Bank Building  
332 Minnesota St., W820  
Saint Paul, MN 55101-1378

Please allow for mailing time when submitting payment to be certain that the MPFA will receive the check by the due date.

Please avoid combining any other payments to the State of Minnesota with your MPFA loan repayment check.

To access schedules, go here: [MPFA Recipients Site](#)

### 3) [MN Web Payments](#)

**IMPORTANT:** Your reminder letter will provide you with the Recipient ID and the Borrower Name. These need to be entered EXACTLY the way that it is provided.

IF you enter your information correctly; the “Amount to Pay” will prompt next.

#### Public Facilities Authority Payments

Enter your information and select the Continue button. The system will fetch your amount to pay. Select the Cancel button to return to the main payments page.

Recipient ID:

Borrower Name:

Amount to Pay: 58,874.99

Payments made here are one time only.  
Payments made after 8:00 PM Central Standard Time or on holidays or weekends will be credited the following business day.  
Payments may be made by checking/savings.

#### Make a Payment

##### My Payment

**Minnesota Public Facilities Authority**  
**Amount Due** \$58,874.99

##### Payment Information

**Frequency** One Time  
**Payment Amount** \$58,874.99  
**Payment Date** Pay Now

##### Contact Information

**First Name**   
**Last Name**   
**Company (Optional)**   
**Address 1**   
**Address 2 (Optional)**   
**City**   
**State**   
**Zip Code**   
**Zip Code Extension (Optional)**   
**Phone Number**   
**Email Address**

Enter the routing number and bank account number then click continue.



Next you will enter contact information. This provides MPFA contact information for the person making the payment. If we have any follow-up questions we can contact this person directly.

##### Payment Method

**Sample Check** 1215  
123 Main St.  
Anytown, MO 12345  
DATE: \_\_\_\_\_  
PAY TO THE ORDER OF: \_\_\_\_\_ \$ \_\_\_\_\_ DOLLARS  
MEMO: \_\_\_\_\_  
Bank Routing Number: 123456789 Bank Account Number: 0987654321 Check Number: 001215 (not required)

☐ Personal Check ☐ [Business Check](#)

**Bank Routing Number**   
**Bank Account Number**   
**Bank Account Type** ☒ Checking ☐ Savings  
☐ This is a business account

[Cancel](#)

You will have an opportunity to print a receipt of the transaction, and you will also receive a confirmation email after you have completed the payment.

If you have any questions regarding the Electronic Payment; please contact your MPFA Loan Officer on your reminder letter.

[Contact the Public Facilities Authority / Public Facilities Authority](#)

[mn.pfa@state.mn.us](mailto:mn.pfa@state.mn.us)

SharePoint:

[Recipient's site for Grant and Loan Reports and Compliance](#)