

# Instructions for Schwab ACH (MoneyLink®) Form

## Submit this form:

- To establish a new connection with another financial institution for future On-Request fund transfers into or out of your Schwab account
- To establish recurring instructions to transfer funds into or out of your Schwab account from a new instruction or an existing On-Request instruction
- To request a one-time transfer into or out of your Schwab account from a new instruction or an existing On-Request instruction
- To modify an existing recurring instruction
- To establish or modify a recurring income payment plan to distribute dividend, interest and/or money market income from your Schwab account

## DO NOT use this Schwab ACH Form:

- For ineligible account types
  - o Pledged Asset Accounts for Schwab Bank (PAASB)
  - o Individual 401(k)
  - o QRP
  - o 403(b)(7)
  - o Estate
  - o Guardianship
  - o SEP-IRA (inbound)
  - o Conservatorship
  - o Custodial accounts to transfer funds to another financial institution account on which the minor's name is not listed
- To request distributions from an IRA, SEP-IRA, or SIMPLE IRA **unless** a tax withholding election is on file. Otherwise, use the IRA Distribution Request Form.
- To request distributions from education savings accounts (ESAs). Instead, use the ESA Distribution Request Form.

## Multiple accounts

- Instructions may only be established on multiple Schwab accounts within a single form if the accounts listed have identical tax ID# and named account holder(s).
- Multiple external accounts always require separate forms.

## Investment Advisor and TAMP authorization

- Be sure to initial section 6 if you want to grant your Investment Advisor or Turnkey Asset Management Provider the ability to request new transfers and recurring transactions.
- Note: If the Schwab Account Holder is not also an owner on the Other Financial Institution Account, authorization cannot be provided to allow your Investment Advisor or Turnkey Asset Management Provider to transfer funds into your Schwab account (but can be provided to transfer funds **out** of your Schwab account).

## Signature requirements

- At least one Schwab account holder must sign in section 7.
- If the Schwab Account Holder is not an owner on the Other Financial Institution Account, at least one signature is required from the **Other Financial Institution Account Holder** in the final signature field of section 7.
- If you have granted your Investment Advisor or Turnkey Asset Management Provider authorization in section 6, **ALL** Schwab Account Holders must initial in section 6 and sign in section 7.

# ACH (MoneyLink®) Form For Non-Retirement Accounts

**Investment Advisor ("IA") Information** (This portion to be completed by IA.)

IA Firm Name *(Please print.)*

IA Master Account Number

Service Team

IA Contact Name *(if follow-up is required)*

IA Telephone Number

IA Email Address

**Turnkey Asset Management Provider ("TAMP") Information** *(if applicable)*

TAMP Firm Name *(please print.)*

TAMP Master Account Number

**Use This Form To:**

- Establish a standing authorization to transfer funds electronically between your Schwab account(s) and an account at another U.S. financial institution. **You may not transfer funds to financial institutions outside the territorial jurisdiction of the United States.** You may also use this form to authorize your IA to request such transfers on your behalf.
- Set up direct, ongoing electronic payments of income (dividends, interest, and money market account income) from your eligible Schwab account(s) (individual, joint, trust, sole owner, or proprietor) to your Charles Schwab Bank, SSB ("Schwab Bank") account or to an account at another financial institution.
- Change or terminate an existing electronic income payment plan.

**ACH is not available for some account registrations, including Pledged Asset Accounts for Schwab Bank (PAASB), Individual 401(k), QRP, 403(b) (7), Estate, Guardianship, SEP-IRA (inbound), Conservatorship, and Custodial (outbound to another financial institution account on which the minor's name is not listed). Please read the Important Eligibility Information for other limitations on ACH.**

To set up an electronic funds transfer for a Schwab Bank account, contact a Schwab Bank representative at 1-800-515-2157 or visit [www.schwaballiance.com](http://www.schwaballiance.com) and click on the Banking tab.

**Please Remember To:**

- Use the IRA Distribution Request Form to request distributions from an IRA, SEP-IRA, or SIMPLE IRA. If any IRA accounts are listed and an outbound on-request instruction is requested, we will only set up an outbound instruction if a tax withholding election is on file. Use the ESA Distribution Request Form to request distributions from education savings accounts (ESAs).
- Complete a separate form for each other financial institution account.
- Allow up to two weeks following your account enrollment before you request your first transfer.

**1. Schwab Account Information (Required)**

Multiple accounts may be listed only if they have identical tax ID# and named account holder(s).

**Schwab Account Holder Name(s)** *(List all names.)*

Schwab Account Holder Name(s) *(Continued.)*

**Schwab Account Number(s)**

**2. Transfer Instructions (Select either A or B.)****A. Set up or terminate instructions. (Select one.)**

- Set up new on-request instructions, and, if applicable, request a one-time transfer. (Complete Sections 3, 4, and 7. Also complete Section 6 if you are adding IA authorization.)
- Set up an additional other financial institution account without removing existing instructions. (Complete Sections 3, 4, and 7. Also complete Section 6 if you are adding IA authorization.)
- Initiate a one-time transfer from an existing on-request instruction. (Complete Section 3, 4 and 7.)
- Set up an additional other financial institution account and terminate existing instructions for other financial institution account number \_\_\_\_\_ (Complete Sections 3, 4, and 7. Also complete Section 6 if you are adding IA authorization.)
- Terminate existing instructions. (Complete Sections 3 and 7.)

**B. Change existing instructions.**

**If your account has an existing ACH authorization on file for more than one other financial institution account, you must provide the specific other financial institution account information to be updated in Section 3.**

- Change amount for recurring transfer and/or frequency and start date instructions. (Complete Sections 4 and 7.)
- Change direction for on-request transfer instructions. (Complete Sections 4 and 7.)
- Add IA authorization only. (Complete Sections 3, 6, and 7.)
- Remove IA authorization only. (Complete Sections 3 and 7.)

**3. Other Financial Institution Account Information**

The Other Financial Institution Account is also referred to as an "External Account" in the ACH Terms and Conditions. All information fields in this section are required.

\_\_\_\_\_  
**ABA Transit Routing Number**

\_\_\_\_\_  
**Account Number**

\_\_\_\_\_  
**Name(s) on Other Financial Institution Account** (registration)

**Type of Account (Select one.):**

- Personal Checking Account**                       **Corporate/Organization Checking Account**
- Personal Savings Account**                       **Corporate/Organization Savings Account**

**Are you an owner on the Other Financial Institution Account?**  **Yes**  **No**

If no, an account holder for the Other Financial Institution Account must sign this form to establish the ACH instruction.

**Are the named account holder(s) and Tax ID#s on the Other Financial Institution Account identical to your Schwab account?**  **Yes**  **No**

If yes, this instruction will be categorized by Schwab as 1<sup>st</sup> party.

To identify the ABA Transit Routing Number, Account Number and Name(s) on Other Financial Institution Account, see the below example of where this information is located on a savings deposit slip or standard check.

**Name(s) on Other Financial Institution Account (registration)**

Jones Family Trust  
 Dana Jones, Trustee  
 123 Main Street  
 Anytown, NY 12345

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

National Bank  
 Delaware

803 1234 56789

VOID

ABA Transit Routing Number    Account Number

**Name(s) on Other Financial Institution Account (registration)**

Dana Jones  
 123 Main Street  
 Anytown, NY 12345

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

National Bank  
 Delaware

803 1234 56789

VOID

ABA Transit Routing Number    Account Number

To verify the accuracy of the instructions you have provided, Schwab may request supplemental documentation for your account, including:

- A voided check.
- A deposit/withdrawal slip.
- An account statement from a bank or broker-dealer reflecting the account registration and number.
- A preprinted form (direct deposit form) from the other financial institution that includes the account title, account number, account type, and ABA Transit Routing Number.
- A letter from the other financial institution, on its letterhead and signed by an officer, that includes the account title, account number, account type, and ABA Transit Routing Number. For Organization accounts, this letter should include the names of the authorized account signers.

**4. Type of Transfer**

**On-Request Transfers.** (Select one below, if applicable. If you do not make a selection, your account will be set up for on-request transfers into and out of your account. For SIMPLE IRA Master Accounts, select "Into my Schwab account.")

On-request transfers allow you the flexibility to move funds into or out of your account on the date and in the amount that you specify. Once you establish the ACH setup, you may also contact Schwab or log in to [www.schwaballiance.com](http://www.schwaballiance.com) to process on-request transactions.

- Into my Schwab account
- Out of my Schwab account
- Into and out of my Schwab account

**Recurring Transfers.** (Select one below, if applicable.) (Recurring transfers are not available for SIMPLE IRA Master Accounts.)

- Into my Schwab account in the amount of \$ \_\_\_\_\_
- Out of my Schwab account in the amount of \$ \_\_\_\_\_
- Into my Schwab IRA account, beginning for tax year (yyyy) \_\_\_\_\_ in the amount of (up to the annual contribution limit) \$ \_\_\_\_\_

**Indicate Frequency and Start Date of Your Recurring Transfer.** (You must select one option below if you selected a recurring transfer.) If this application is not received in time to make the first requested transfer date, we will start on the next transfer date in the sequence.

- Weekly, every (M, T, W, Th, F) \_\_\_\_\_, beginning (mm/dd) \_\_\_\_\_
- Two times per month, beginning on first transfer date (mm/dd) \_\_\_\_\_ and second transfer date (mm/dd) \_\_\_\_\_
- Monthly, beginning (mm/dd) \_\_\_\_\_
- Monthly; last business day of each month, beginning (mm/dd) \_\_\_\_\_
- Quarterly, beginning (mm/dd) \_\_\_\_\_
- Two times per year, beginning (mm/dd) \_\_\_\_\_
- Annually, beginning (mm/dd) \_\_\_\_\_

**Initiate One-Time Transfer from an On-Request Instruction.** (Select all that are applicable).

- Into my Schwab account in the amount of \$ \_\_\_\_\_
- Out my Schwab account in the amount of \$ \_\_\_\_\_

### 5. Dividend and Interest Payment Instructions (If applicable)

#### Set Up/Change Instructions

- Set up a new income payment plan.
- Change my existing income payment plan.
- Terminate my existing income payment plan.

#### Income Options

**Choose "All Income Plan" OR up to three income payment options from below. Note: The maximum amount that can be transferred in a single transaction is \$500,000.**

- All Income Plan (All dividend, interest, and money market account income will be consolidated into a single payment.)

Flexible Income Plan (Choose up to three.)

- Dividends (Includes capital gains distributions; will be consolidated into a single payment.)
- Interest (Includes fixed income and CDs; will be consolidated into a single payment.)
- Money Market (Includes Schwab One® interest and Charles Schwab Bank, SSB ("Schwab Bank") interest; will be consolidated into a single payment.)

#### Frequency (Check one.)

**Note:** If frequency is not provided, your account will be set up to begin paying income on the earliest available last business day of the month.

- As Accrued (Your account will be debited on the first business day after the day on which income is credited to your account. Generally, your Other Financial Institution account will be credited one business day after the debit occurs.)
- Last Business Day of the Month (Income is aggregated on the last business day of each month, and your account is debited on the first business day of the next month [excluding December]. Generally, your Other Financial Institution account will be credited one business day after the debit occurs.)

### 6. Investment Advisor ("IA") and Turnkey Asset Management Provider ("TAMP") Authorization (Optional)

Please initial below only if you want your IA, and/or your TAMP, to initiate ACH transactions on your behalf (and on the behalf of any other holder[s] of the other financial institution account). All Schwab account holders must initial below (an "X" is not sufficient). Only Schwab account holders, not holders of the other financial institution account, may initial this authorization. If you want to allow your IA and/or TAMP to disburse funds via ACH to accounts on which you are named account holder at other financial institutions, you still need to initial this section even if you have previously given your IA and/or TAMP Disbursement Authority. You may revoke this authorization by notifying Schwab. IAs and TAMP are not permitted to initiate ACH transactions for SIMPLE IRA Master Accounts.

#### IA Authorization

**All Schwab account holders are required to initial below to authorize your IA to give Schwab instructions on your behalf, and on behalf of any other account holder(s). You must be an account holder on both accounts to enable your IA to request transfers from another financial institution account to your Schwab account.**

\_\_\_\_\_  
 Account Holder/  
 Trustee/Custodian

\_\_\_\_\_  
 Add'l Account  
 Holder/Co-Trustee

\_\_\_\_\_  
 Add'l Account  
 Holder/Co-Trustee

\_\_\_\_\_  
 Add'l Account  
 Holder/Co-Trustee

I/We authorize Schwab to accept instructions from my/our IA to electronically transfer funds between my/our Schwab account and my/our Schwab Bank account or other financial institution account. IA's authority includes giving Schwab instructions on my/our behalf and changing existing instructions regarding the amount or frequency of transfers for one-time (on-request) transfers and recurring transfers, IRA contributions, stopping transfers, and canceling the ACH Service (and reestablishing it within 60 days of cancellation). IA's authority does not include authority to designate or change the destination of the transfer, the account number of the external account, the address, or any other information about the destination contained in my/our instruction. My/Our IA's authority does not include enrolling other Schwab accounts or other financial institution accounts in the Service. The authority I/we am/are granting to my/our IA is subject to the Terms and Conditions of the Service and this Authorization Form. I/We understand that this authorization only allows my/our IA to provide ACH instructions between my/our Schwab account and my/our other financial institution account, and does not enable my/our IA to instruct Schwab to make other types of disbursements from my Schwab account (for example, wire, internal transfer (journal), or check requests). I/We agree to indemnify and hold harmless Schwab; its affiliates; and their directors, officers, employees, and agents from and against all claims, actions, costs, and liabilities, including attorneys' fees, arising out of or relating to: (1) their reliance on this Standing Authorization and (2) Schwab's execution of my IA's instructions.

**TAMP Authorization**

**All Schwab account holders are required to initial below to authorize your TAMP to give Schwab instructions on your behalf, and on behalf of any other account holder(s). You must be an account holder on both accounts to enable your TAMP to request transfers from another financial institution account to your Schwab account.**

\_\_\_\_\_  
 Account Holder/  
 Trustee/Custodian

\_\_\_\_\_  
 Add'l Account  
 Holder/Co-Trustee

\_\_\_\_\_  
 Add'l Account  
 Holder/Co-Trustee

\_\_\_\_\_  
 Add'l Account  
 Holder/Co-Trustee

I/We authorize Schwab to accept instructions from my/our TAMP to electronically transfer funds between my/our Schwab account and my/our Schwab Bank account or other financial institution account. TAMP's authority includes giving Schwab instructions on my/our behalf and changing existing instructions regarding the amount or frequency of transfers for one-time (on-request) transfers and recurring transfers, IRA contributions, stopping transfers, and canceling the ACH Service (and reestablishing it within 60 days of cancellation). TAMP's authority does not include authority to designate or change the destination of the transfer, the account number of the external account, the address, or any other information about the destination contained in my/our instruction. My/Our TAMP's authority does not include enrolling other Schwab accounts or other financial institution accounts in the Service. The authority I/we am/are granting to my/our TAMP is subject to the Terms and Conditions of the Service and this Authorization Form. I/We understand that this authorization only allows my/our TAMP to provide ACH instructions between my/our Schwab account and my/our other financial institution account, and does not enable my/our TAMP to instruct Schwab to make other types of disbursements from my Schwab account (for example, wire, journal, or check requests). I/We agree to indemnify and hold harmless Schwab; its affiliates; and their directors, officers, employees, and agents from and against all claims, actions, costs, and liabilities, including attorneys' fees, arising out of or relating to: (1) their reliance on this Standing Authorization and (2) Schwab's execution of my TAMP's instructions.

**7. Authorization to Transfer Funds**

**A. Terms for Schwab Account Holders.** By signing this Agreement, I am signing up for the ACH Service (the "Service"). Terms and Conditions for the Service will be sent to me when this form is processed. Those Terms and Conditions will govern all transactions initiated under the Service, and my use of such Service will confirm that I have received, reviewed, and agreed to be bound by the Terms and Conditions, including, without limit, any amendments, until I cancel the Service as described in the Terms and Conditions. If this is a Trust account, I certify, as Trustee, that all one-time and recurring withdrawals from the Trust account will be in accordance with the authority granted under the Trust instrument and applicable law.

**SIGNATURES ARE REQUIRED BELOW FOR ALL SCHWAB ACCOUNT HOLDERS** if you initialed Section 6, IA or TAMP Authorization, or **AT LEAST ONE SCHWAB ACCOUNT HOLDER** if you did not initial Section 6.

For Schwab Corporate, Partnership, or other Organization accounts, at least one authorized agents' signature is required.

If I am the sole account holder on the Schwab account and the other financial institution account, my signature below constitutes my agreement with the terms set forth in Sections 7A above and 7B below. If I am an account holder on the other financial institution account, by signing below I am acknowledging my agreement with the terms set forth in Section 7B below.

Sign and date using black ink.

**Schwab Account Holder Signatures**

**X** \_\_\_\_\_  
**Account Holder/Trustee/Authorized Agent** **Today's Date (mm/dd/yyyy)**

**Print Name**

**X** \_\_\_\_\_  
**Additional Account Holder/Co-Trustee/Authorized Agent** **Today's Date (mm/dd/yyyy)**

**Print Name**

**X** \_\_\_\_\_  
**Additional Account Holder/Co-Trustee/Authorized Agent** **Today's Date (mm/dd/yyyy)**

**Print Name**

**B. Terms Relating to the Other Financial Institution Account.** My signature below authorizes Charles Schwab & Co., Inc. ("Schwab") to (i) initiate credit entries to my account indicated (the "Other Account") and to credit that account; (ii) initiate debit entries to the Other Account and to debit that account; (iii) initiate reversals to the Other Account of erroneous or duplicate credit or debit entries and to credit or debit such account as appropriate; and (iv) inquire from any source, including a consumer reporting agency, as to my identity or creditworthiness. This authorization will remain in full force and effect until Schwab receives written or verbal notification in a time and manner so as to give Schwab and the other financial institution a reasonable opportunity to act on it.

**SIGNATURES ARE REQUIRED FOR AT LEAST ONE OTHER FINANCIAL INSTITUTION ACCOUNT HOLDER(S).**

Sign and date using black ink.

**Other Financial Institution Account Holder Signature**

**X** \_\_\_\_\_  
**Signature: Other Financial Institution Account Holder** **Today's Date (mm/dd/yyyy)**

**Print First Name** **Print Last Name**

**Email address of Other Financial Institution Account Holder**

Please note, if an email address is not provided for the Other Financial Institution Account Holder, this request will not be processed. Charles Schwab & Co., Inc. will only use the provided email to contact the Other Financial Institution Account Holder if the ACH Instruction cannot be processed.

# ACH (MoneyLink®) Electronic Funds Transfer Information

## Important Eligibility Information

### Organization or Corporate Accounts

If the account at the other financial institution is a corporation, partnership, sole proprietor or other organization account and is not identically registered as the Schwab account, a copy of the corporate resolution, partnership or sole proprietor letter, organization paperwork, or a signed letter from the bank (on bank letterhead, with authorized signers and pertinent account information listed) may be requested to determine authorized signers.

### Custodial Accounts

Withdrawals from Custodial accounts are permitted only when any one-time and recurring withdrawals from a Custodial account will be in accordance with the authority granted under the applicable enactment of the Uniform Gifts to Minors Act or the Uniform Transfers to Minors Act, and will be for the benefit of the minor.

### Loan Products

Generally speaking, electronic transfers are not available for loan products (such as HELOCs).

### Retirement Accounts

- This form cannot be used to request a distribution from an IRA or from an ESA. Use the IRA Distribution Request Form or the ESA Distribution Request Form.
- ACH is not available for transfers into or out of Schwab Individual 401(k), QRP, or 403(b)7 accounts.

- ACH is not available for transfers into Schwab SEP-IRA or SIMPLE IRA Participant accounts.

- For transfers into IRAs, if you do not specify a contribution limit or if you do not establish a regular contribution schedule, we will set your limit at the current federal maximum annual contribution limit based upon your age. If you have questions about the maximum annual contribution limit for a given tax year, please consult with your tax advisor. For each contribution year, transfers will stop once you have reached the contribution limit or at the end of the year, and your existing transfer schedule will resume in January for the next contribution year. If you would like to change your limit, call us at 1-800-515-2157 or contact your Investment Advisor.

### Company Retirement Accounts (CRAs)

- ACH is only available into a CRA (Pension Trust Account) at Schwab if the funds are coming from an account of identical registration or from a company account with the same company name as the CRA.
- ACH is only available out of a CRA (Pension Trust Account) if the funds are being sent to an account of identical registration or to an individual participant identified on the ACH Authorization Form by the plan trustee(s).

