

# ACH AUTHORIZATION AGREEMENT INSTRUCTIONS

Voya Financial Advisors, Inc.  
Member SIPC  
699 Walnut Street, Ste. 1000  
Des Moines, IA 50309-3975



**This form is used to request ACH Standing Instructions linking your brokerage account and your bank account.**

Please be aware that the use of this form will result in unfettered, bidirectional access between the brokerage and bank/credit union accounts. No additional paperwork, with the exception of an IRA Distribution Form to move money from a Pershing as Custodian Retirement Account, will be required to move funds between the bank account and brokerage account. No notice is given to the bank account holder that funds are being removed from the account.

## **As You Complete This Form:**

- Please refer to the included instructions. Incorrectly completing this form may result in incorrect processing.
- If you are requesting a Periodic Distribution out of your Pershing as Custodian Retirement account, please ensure to complete the IRA Distribution Form.
- Please be certain the proper supporting documentation for the bank account is enclosed with the completed paperwork.

## **After Completing This Form:**

- Please return the completed ACH Authorization Agreement form to your investment professional or financial organization. This request must be processed within 30 days of your signature and date.
- You may keep a copy of the form for your reference.

## **Step 1 - Account Information**

Please ensure the Pershing account number is listed in Step 1. A completed ACH Authorization Agreement is required for each brokerage account. Step 1 also requires the brokerage account title to be populated.

## **Step 2 - Bank/Credit Union Information**

This section indicates if the bank details are initial ACH set up or an adjustment of previous instructions. It is important to note that the approval process is not impacted by the selection made here.

The ABA(routing number), DDA(bank account number), bank name and account type are required fields that must be filled out. Note that in some cases the bank provides a separate ABA for ACH, which is often printed beside or below the logo on a check. Please review the supporting document carefully to ensure you provide the correct ABA.

## **Step 3 -Type of Request**

Options for distribution type, contribution type, frequency, dollar amount and start date are only required for periodic asset movements. *(Note: Periodic Purchase of Mutual Funds, SRS, brings funds in to pay for applicable systematic mutual fund purchases the day before settlement. No dollar amount or start date is required if this option is selected in contribution type. This feature is not available for any Retirement Plan which is not eligible for the participant current year IRA contribution type.)*

Clients with Retirement Plans eligible for the current year IRA contribution type should be aware that this type will only allow the contribution limit, which is based on the clients age, to be pulled over. Once that limit has been reached, the system may reduce the final allowable contribution or not pull funds to cover the mutual fund trade.

## **Step 4 - Attaching Supporting Documentation and Signatures**

Acceptable supporting documentation for the bank account includes micro-encoded check, deposit slip, or account statement *(including the full account name, full account number and bank name, or a letter written by an employee of the bank providing the full account name, number and routing number)*. This letter must be on bank letterhead, signed by an employee of your bank. This provision is in place to protect your accounts against fraud.

Checks numbered under 100, starter, bill pay, or printer checks are unable to be accepted as support of the bank account.

Additional supporting documentation may be requested in order to activate the link between the two accounts. This documentation could include, but is not limited to: trust documents, death certificates *(in cases where one party on a joint account is deceased)*, and bank letters *(confirming signing authority on bank accounts which are entities)*.

All parties on both the bank and brokerage accounts are required to sign this form on the same page. The signature and submission of this form is implicit authorization to move funds both to and from the linked bank account with no additional scrutiny from your financial professional or Pershing. No additional paperwork is required, with the exception of IRA Distribution forms in some cases. ACH link requests between unrelated accounts will not be honored.

# ACH AUTHORIZATION AGREEMENT

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Please complete the following fields to begin the electronic transfer of funds between your brokerage account and your bank/credit union account. You may begin depositing funds into your brokerage account from your bank/credit union account or send payments to your bank/credit union account from your brokerage account. All transactions are processed through the Automated Clearing House (ACH) system.

## STEP 1 - ACCOUNT INFORMATION

Brokerage Account Number								Brokerage Account Holder's Name(s)							

## STEP 2 - BANK/CREDIT UNION ACCOUNT INFORMATION

- Set up new instructions.
- Replace existing instructions.

ABA Number/Bank Routing Number						DDA Number/Bank Account Number					
Bank/Credit Union Name											
City				State				ZIP/Postal Code			

Account Type:  Checking  Savings

## STEP 3 - TYPE OF REQUEST

Please complete all applicable sections.

### Standing Instructions Only

- Standing instructions only (no assets will be moved at this time).

### Distribution Type

- Periodic distributions to bank account (Pay Principal).
- Income distributions to bank account.

### Contribution Type

- Periodic deposits to brokerage account.
- Periodic purchase of mutual funds (SRS). ACH is contingent upon the execution of periodic mutual fund purchases. Please ensure your representative has established SRS on the account.

#### For applicable Pershing retirement accounts only:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Participant current year       | <input type="checkbox"/> Employer prior year            | <input type="checkbox"/> Qualified matching     |
| <input type="checkbox"/> Employee deferral current year | <input type="checkbox"/> Employer matching current year | <input type="checkbox"/> Qualified non-elective |
| <input type="checkbox"/> Employee deferral prior year   | <input type="checkbox"/> Employer matching prior year   | <input type="checkbox"/> Voluntary after tax    |
| <input type="checkbox"/> Employer current year          |   |   |

**A DISTRIBUTION  
 REQUEST FORM  
 IS REQUIRED  
 FOR RETIREMENT  
 ACCOUNTS.**

### Frequency

- |   |  |
|---|--|
| <input type="checkbox"/> Monthly - Occurs every month   | <input type="checkbox"/> Quarterly Occurs every 3 months     |
| <input type="checkbox"/> Semi-monthly - Occurs twice a month<br>Start date must be between 1st and 16th | <input type="checkbox"/> Semi-annually - Occurs twice a year |
| <input type="checkbox"/> Bi-monthly - Occurs every other month  | <input type="checkbox"/> Annually - Occurs once a year       |

### Amount for Periodic Deposits and Principal Distributions

Dollar Amount (Leave blank for Income Distributions or Required Minimum Distribution)	Start Date							
	End Date (Optional)							



# ACH AUTHORIZATION AGREEMENT

Account Number

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## STEP 3 - TYPE OF REQUEST *(continued)*

### Voided Check

Attach an original voided check here.

Jane Doe 123 Anywhere Street Anytown, NY		101
Pay to the Order of _____		\$ _____
		Dollars
MY BANK USA		
Memo _____		
1: 1234567891:	12345678910:	0101
Bank Routing/ABA Number	Checking Account/DDA Number	Check Number

**WE CANNOT ACCEPT STARTER CHECKS OR COUNTER CHECKS (OR CHECK NUMBERS BELOW 100).**

**IF A VOIDED CHECK IS NOT AVAILABLE, PLEASE ATTACH A MICRO ENCODED DEPOSIT SLIP OR BANK STATEMENT THAT INCLUDES FULL BANK NAME, FULL ACCOUNT NAME AND FULL ACCOUNT NUMBER, OR A LETTER FROM THE BANK, ON BANK LETTERHEAD AND SIGNED BY A BANK EMPLOYEE, CONFIRMING THE BANK ACCOUNT OWNERSHIP, NUMBER AND ROUTING INFORMATION.**

## STEP 4 - SIGNATURE

I (we) hereby authorize Pershing LLC to initiate credit/debit entries to the bank/credit union account indicated in Step 2 above and further authorize my (our) bank/credit union to debit the same to such account.

This authority is to remain in full force and effect until Pershing has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Pershing and my (our) bank/credit union a reasonable opportunity to act on it. It is understood that if the periodic purchase of mutual funds is selected as a contribution type, this agreement authorizes payment for purchasing securities through my investment professional or financial organization via the Systematic Reinvestment System (SRS).

→	Print Name	Date
	Signature	
→	Print Name	Date
	Signature	
→	Print Name	Date
	Signature	
→	Print Name	Date
	Signature	

**ALL REGISTERED OWNERS ON YOUR BROKERAGE ACCOUNT AND U.S. BANK, CREDIT UNION OR OTHER FINANCIAL INSTITUTION ACCOUNT ARE REQUIRED TO SIGN THE SAME FORM.**

**FOR BUSINESS (e.g., CORPORATIONS, LIMITED LIABILITY COMPANIES, PARTNERSHIPS, ETC.) AND TRUST ACCOUNTS, SEPARATE SUPPORTING DOCUMENTATION CONFIRMING THE SIGNATURE AUTHORITY FOR BOTH THE BROKERAGE AND BANK ACCOUNTS ARE REQUIRED.**

## Pershing ACH Disclosures

- ACH Authorization allows for the establishment of an ACH credit and/or ACH debit and/or ACH standing instructions. Once established, ACH standing instructions can be used for both debit and credit.
- ACH debit (contributions into Pershing account) has a limit of \$250,000 per account per day. Contributions into retirement accounts are limited by the appropriate contribution limits set by law.
- ACH distributions are limited to funds available in the brokerage account.
- **ACH standing instruction distributions out of retirement accounts require a new distribution form to be submitted for each request.**
- Savings accounts have restrictions based on federal banking laws as to the amount of debits that may be activated in a given month. Please check with your bank regarding debiting your savings account.
- Only one ACH request can be established per form. Additional requests require additional paperwork.
- Some trades carry next-day settlement. Accounts for which funds are not received to pay for trades by settlement date may be subject to interest charges and extension fees.
- Third-party ACH requests are not accepted.
- Allow two to three business days for the movement of funds.
- A voided check or a preprinted micro encoded deposit slip must be attached, or a letter from the bank, on letterhead, signed by a bank officer, verifying ABA and DDA number. The same criteria is needed if using a savings account.
- Changes or modifications to bank account information will require new documentation.
- **All owners on the Pershing account and bank account must sign the paperwork.**
- In addition to like-to-like registrations, the following are acceptable account titles for ACH establishment:
  - **Joint Pershing brokerage account** to bank account owned by one owner – as long as the single owner is one of the owners of the joint Pershing account.
  - **Single Pershing brokerage account** to bank account with more than one owner – as long as one of the bank account owners is the owner of the Pershing account.
  - **Trust accounts** – ACH for trust accounts can be established for like-to-like registrations. Anything other than like-to-like registrations require review of the full trust document to ascertain acceptable transactions. Required signatures will be determined by the trust document. If the trustees are not printed on the check, a copy of the bank signature card to show the authorized signers OR a letter stating the authorized signers on the account on bank letterhead, signed by a bank officer, is required.
  - **Sole proprietorship** – ACH is allowed between sole proprietorship and individual account, provided the non-corporate resolution showing the recipient is the sole proprietor is provided. A letter from the bank or a copy of the bank signature card to verify signing authority is required.
  - **Corporate accounts** and associations must include a resolution/association agreement along with a letter from the corporation/association authorizing specific transactions for which you are permitted to debit the bank account. Corporate resolutions should include the corporate seal/stamp. A letter from the bank or a copy of the bank signature card to verify signing authority is required.
- No employee deferral contributions can be made into qualified accounts.
- Please note that ACH standing instructions are not available for conservator or guardianship accounts.
- Before a purchase instruction can be added, an existing position must be in the account or an initial purchase must be made.
- The system will adjust for contribution amounts in qualified accounts based on participant's date of birth, will adjust or contributions not to exceed the maximum dollar amount allowed for the account type or year.