

Electronic Funds Transfer Authorization Form

Use this form to set up an Electronic Funds Transfer (EFT) link between your domestic bank and your Folio Institutional account **only** in instances where the Folio account registration is not an exact match with the bank account registration. For example, use this form to establish an EFT link between an individual account at your bank and a Folio Institutional joint account. In all other cases, set up the EFT link online.

Instructions

1. Complete this form for each EFT link to be established, where the link cannot be set up online.
2. Submit an original, preprinted voided check for the account to be linked.
 - For saving accounts, attach an original, preprinted deposit slip.
3. Send us the completed and signed form:

Scan and Email

support@folioinstitutional.com

Fax

703-649-6288

U.S. Mail

Folio Institutional
8180 Greensboro Drive, 8th Floor
McLean, VA 22102

Please Note

- We cannot process an EFT request unless a voided check or deposit slip (for savings accounts only) is also submitted with the completed form.
- This form is **only** for setting up a new EFT link. If you wish to schedule a transfer using an existing EFT link, or the link that you are setting up here, do so by logging into Folio Institutional.

If you need assistance, call us at **1-888-485-3456**.

PART 1: Folio Institutional Account Information

| | | |
|---|---------------------------------|--|
| Account Number | | |
| Account Type | | |
| Name | Account Owner/Trustee/Custodian | Additional Account Owner/Trustee/Custodian |
| Registration (Corporate and Trust Accounts Only) | | |

PART 2: Bank/Investment Account Information

| | | |
|--|---|----------------|
| Type of Account (Please check one) | <input type="checkbox"/> Checking/Money Market <input type="checkbox"/> Savings | |
| Account Owner | | |
| Name of Financial Institution | | |
| Bank Routing Number/ Account Number | Routing Number | Account Number |

Please allow 2 days to activate a new bank link. After a bank link has been activated, one-time and recurring transfers take 2-3 business days to process. Please see the [Funds Availability Policy](#) on our website for information about when cash will be available for investing and withdrawal.

PART 3: Authorization

By signing below, I (we) acknowledge having read and agreed to the terms and condition.

I authorize Folio Institutional to electronically transfer funds to and from my Folio Institutional account to the bank or financial institution to which I request an EFT link be established.

I agree to indemnify and hold harmless Folio Institutional and its service providers for any loss, liability or expense incurred from acting on these instructions. This authorization may be terminated by me at any time by deleting the EFT link through Folio Institutional's website.

| | | |
|--|-------------------------------------|--------------------------|
| Account Owner/ Custodian/Trustee Name | <input checked="" type="checkbox"/> | Date (mm/dd/yyyy) / / |
| Co-Account Owner/ Custodian/Trustee Name | <input checked="" type="checkbox"/> | Date (mm/dd/yyyy) / / |

All account Owners and Co-Owners must sign this document to authorize an electronic funds transfer.

PART 4: Attach Voided Check*

Account Owner's Name Must Be Preprinted, Without Handwritten Mark Ups

The diagram shows a check with a central rectangular area labeled "Attach your VOIDED check here". The check contains the following fields and text:

- Top Left: John Smith, 123 Your Street, Your City, State, Zip Code
- Top Right: 0100
- Below Address: _____ Date _____
- Pay to the Order of: _____ \$ Dollars
- Below Pay to the Order of: _____
- Bottom Left: For _____
- Bottom Right: Signature _____
- Bottom: |:123456789| : 0000123456789" . 0100

Brackets below the check identify the bottom-left portion as the "Routing Number" and the bottom-right portion as the "Account Number".

* For savings accounts, attach a preprinted deposit slip.