CLEAR

Instructions for ACH (Schwab 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 or modify a recurring income payment plan to distribute dividend, interest and/or money market income from 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

DO NOT use this Schwab ACH Form:

- For ineligible account types
  - o Individual 401(k)
  - o QRP
  - o 403(b)(7)
  - o Estate
  - o Guardianship
  - o SEP-IRA (inbound)
  - o Testamentary Trust (inbound)
  - o Conservatorship
- To request distributions from an IRA, SEP-IRA, or SIMPLE IRA **unless** a tax withholding election is on file. If a Tax Withholding Election (TWE) is not on file, the TWE will default to Federal minimum withholding of 10% and the residing State minimum tax withholding (if applicable). For Roth IRA, if a tax withholding amount is not designated, the withholding will default to 0%. To elect a specific tax withholding, you may complete the IRA Distribution 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 **are household-level accounts owned by related clients at the same home/legal address.**
- Multiple external accounts always require separate forms.

Investment Advisor and TAMP authorization

- 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 from each Schwab account listed in section 1 must sign in section 7.
- If at least one Schwab Account Holder from section 1 is not an owner on the Other Financial Institution Account, at least one signature and notarization is required from the **Other Financial Institution Account Holder** in the final signature field of section 7.

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CLEAR

ACH (Schwab 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 existing instructions on file.

ACH is not available for some account registrations, including Individual 401(k), QRP, 403(b)(7), Estate, Guardianship, SEP-IRA (inbound), Conservatorship, and Testamentary Trust (inbound). Please read the Important Eligibility Information for other limitations on ACH.

ACH is not available to pull funds into your Schwab account if you are not authorized on the Other Financial Institution Account.

To set up an electronic funds transfer for a Schwab Bank account, visit www.schwaballiance.com.

Please Remember To:

- Use the IRA Distribution 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. If a Tax Withholding Election (TWE) is not on file, the TWE will default to Federal minimum withholding of 10% and the residing State minimum tax withholding (if applicable). For Roth IRA, if a tax withholding amount is not designated, the withholding will default to 0%. To elect a specific tax withholding, you may complete the IRA Distribution Form.
- Use the ESA Distribution Form to request distributions from education savings accounts (ESAs).
- Complete a separate form for each other financial institution account.

1. Schwab Account Information (Required)

Schwab Account Number(s) : Multiple accounts may be listed if they are household-level accounts owned by related clients at the same home/ legal address.

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

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

Social Security/Tax ID Number (*optional*)

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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 sign in Section 7. If applicable, also complete Section 6 for Standing Authorization.)

☐ Set up an additional other financial institution account without removing existing instructions. (Complete Sections 3, 4, and sign in Section 7. If applicable, also complete Section 6 for Standing Authorization.)

☐ Initiate a one-time transfer to/ from an existing on-request instruction. (Complete Section 3, 4 and sign in Section 7.)

☐ Set up an additional other financial institution account and terminate existing instructions for other financial institution account number _____ . (Complete Sections 3, 4, and sign in Section 7. If applicable, also complete Section 6 for Standing Authorization.)

☐ Cancel my existing recurring request ☐ out of my Schwab account for $ _____ or ☐ into my Schwab account for $ _____ . (Complete Section 3 and sign in Section 7.)

☐ Terminate my existing bank link instructions. (List Other Financial Institution account number(s) to be delinked/removed in Sections 3 and sign in Section 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 my existing recurring request of $ _____ . (Complete Sections 4 and sign in Section 7.)

☐ Change direction for on-request transfer instructions. (Complete Sections 4 and sign in Section 7. If applicable, also complete Section 6 for Standing Authorization.)

☐ Add IA/TAMP standing authorization only. (Complete Sections 3, 6, and sign in Section 7.)

☐ Remove standing authorization only for: (select all that apply) ☐ **IA** and/or ☐ **TAMP** (Complete Sections 3 and sign in Section 7.)

☐ Update my existing bank link information. (Complete Sections 3 and sign in Section 7.)

3. Other Financial Institution Account Information

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

NOTE: ACH is not available to pull funds into your Schwab account if you are not authorized on the Other Financial Institution 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 and notarize 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 1st party.

If no, or if left blank, this instruction will be categorized by Schwab as 3rd party.

_____

Name(s) on Other Financial Institution Account* (*list name as it appears at the other financial institution and if name contains initials, please provide full name.*)

_____ _____

ABA Transit Routing Number* **Account Number***

_____

Bank Name* *(i.e National Bank Delaware)*

Type of Account (Select one.):

☐ **Personal Checking Account** ☐ **Corporate/Organization Checking Account**

☐ **Personal Savings Account** ☐ **Corporate/Organization Savings Account**

*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.

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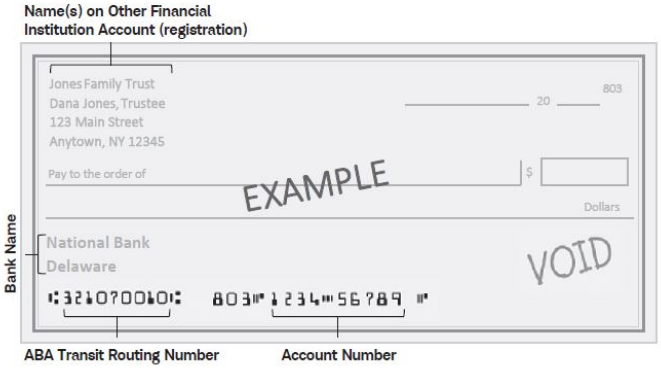

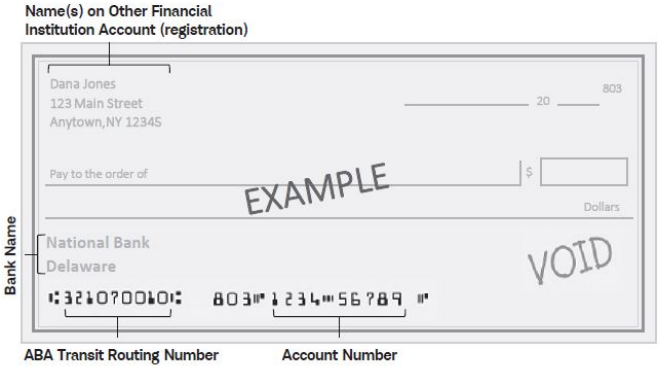

To verify the accuracy of the instructions you have provided, Schwab may request supplemental documentation for your account, including:

- 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

NOTE: ACH is not available to pull funds into your Schwab account if you are not authorized on the Other Financial Institution Account. Transfers from your Schwab account to your other financial institution will be debited from your Schwab account one (1) business day prior to your requested transfer date. In a margin enabled Schwab account, you may be charged margin interest if there are insufficient available funds at the time the Schwab account is debited for a withdrawal. For transfer dates that fall on a weekend or holiday, your transfer will be completed on the next business day.

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 to process on-request transactions.

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

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 (select one) ☐ Entire cash or sweep money market fund balance.

☐ Cash in the amount of $ _____ from my cash or sweep money market balance.

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 $ _____ Start Date _____ End Date _____

☐ Out of my Schwab account in the amount of $ _____ Start Date _____ End Date _____

☐ Into my Schwab IRA account, beginning for tax year (*yyyy*) _____ in the amount of (up to the annual contribution limit) $ _____

Start Date _____ End Date _____

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. If you do not provide an end date above, this instruction will remain in effect until otherwise revoked.

Frequency (select one):

☐ **Weekly** ☐ **Semimonthly** _____ (1st date) _____ (2nd date) ☐ **Monthly** ☐ **Last business day of each month**

☐ **Every Two Months** ☐ **Quarterly** ☐ **Semiannually** _____ (1st date) ☐ **Annually**

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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 income (includes Schwab One® Interest and Bank Sweep 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. Generally, your Other Financial Institution account will be credited one business day after the debit occurs.

☐ As Accrued (Your account will be debited on the first business day after the day on which income is credited to your account.)

☐ 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].)

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). At least one Schwab account holder 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 or Company Retirement Accounts.**

At least one Schwab account holder is required to initial below to authorize your IA and/or 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 IA and/or TAMP to request transfers from another financial institution account to your Schwab account.

(Select all that apply and initial) ☐ **This authorization is for my IA** ☐ **This authorization is for my TAMP**

_____
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 and/or TAMP to electronically transfer funds between my/our Schwab account and my/our Schwab Bank account or other financial institution account. IA's and/or 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). IA's and/or 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 IA's and/or 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 IA and/or 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 IA and/or TAMP to provide ACH instructions between my/our Schwab account and my/our other financial institution account, and does not enable my/our IA and/or TAMP 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 and/or TAMP's instructions.

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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. If this is a Custodial account, I certify withdrawals from the account are 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.

Notice Regarding Access to Historical Account Documentation by Future Account Holders. By signing this form, each account holder acknowledges and agrees that this document pertains to one or more accounts held jointly or with multiple authorized parties and may be retained as part of the permanent account record.

In accordance with applicable privacy laws, regulatory requirements, and the institution's custodial obligations, historical account documentation – including this form- may be disclosed to any individual who is, at the time of request, an authorized owner, tenant in common, joint tenant, or legal representative of the account, regardless of whether they were a party to the account at the time the document was originally executed.

This includes, but is not limited to, circumstances arising from changes in personal relationships (e.g., divorce, legal separation), account restructuring, adding a power of attorney, or the addition or removal of account holders. Any individual subsequently added to an account, may, subject to applicable law, request and receive access to historical records, including this form.

By signing below, the undersigned acknowledge and consent to such access and disclosure as described above.

SIGNATURE REQUIREMENTS:

- **At least one Schwab account holder from each Schwab account listed in Section 1 must sign and date.**
- For Schwab Trust, Corporate, Partnership, or other Organization accounts, at least one Trustee or Authorized Agent's signature is required.
- **Other Financial Institution Account:** If you indicated in Section 3 that you are not an owner on the Other Financial Institution Account, at least one party authorized on the Other Financial Institution Account must complete, sign, and notarize **Section 7B**.

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

✘ _____ _____

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

_____

Print Name

✘ _____ _____

Additional Account Holder **Today's Date** *(mm/dd/yyyy)*

_____

Print Name

✘ _____ _____

Additional Account Holder **Today's Date** *(mm/dd/yyyy)*

_____

Print Name

✘ _____ _____

Additional Account Holder **Today's Date** *(mm/dd/yyyy)*

_____

Print Name

Please note: signature and notary required on the next page for the Other Financial Institution Account Holder.

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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.

SIGNATURE REQUIREMENTS:

If you indicated in section 3 that you are not an owner on the Other Financial Institution Account, at least one party authorized on the Other Financial Institution Account must complete this section, sign, and also notarize below.

Sign and date using black ink.

Other Financial Institution Account Holder Signature

✘ _____ _____

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 **Phone Number**

An email address or phone number is required. Please note, if an email address or phone number 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 or phone number to contact the Other Financial Institution account holder if the ACH instruction cannot be processed.

The Other Financial Institution Account Holder signature must be notarized.

Certificate of Acknowledgment of Notary Public*

_____ , _____ , _____ ,

State of **in the County of** **On** *(mm/dd/yyyy)*

the above-named individual(s) personally appeared before me and proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY that the foregoing paragraph is true and correct.

✘ _____ **(NOTARY SEAL)**

Signature: Notary **Today's Date** *(mm/dd/yyyy)*

_____ _____

Print Notary Name **My Commission Expires** *(mm/dd/yyyy)*

*If your state law permits, notaries may attach the appropriate notarizing declaration in lieu of this notarization.

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ACH (Schwab 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 should 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).

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