

# Direct Deposit / Automatic Payment Information Form

The fastest, most convenient way to manage your everyday financial transactions – and it's free!

## Benefits To You

- **Convenient** – Your money is deposited automatically for you, even when you are ill, on vacation or too busy to get to the bank. Your check is deposited electronically into your Wells Fargo account.
- **Fast** – You have immediate access to your money on the day of deposit.
- **Safe** – Never worry about checks getting lost, delayed or stolen.
- **Automatic saving** – Watch your savings grow when you have at least part of your pay directed to savings.
- **Automatic Payment** – You can also use the routing number (RTN) and account number to setup automatic payment for your recurring bills from your checking account. Prepaid cards are not eligible for Automatic Payments. See Terms and Conditions of your card for more information.

## Three Easy Steps to Set up Direct Deposit or Automatic Payments

### Step 1. Gather Account Information

You must provide your information about the account where the money will be deposited or withdrawn.

**Routing Number (RTN)** (9 digits)

{{OC:ADO:Account RTN CHK}}

**Account Number**

(maximum 13 digits – include leading zeros – do not include check number):

{{OC:ADO:Account RTN CHK}}

**Type of Account** (Check one):

Checking/Prepaid Card     Savings

*If the account information to the left is not completed, use the following information:*

#### For Direct Deposit and Automatic Payment through Checking

Use information found on your checks

A sample check form with the following fields:
 

- Top right: 0101
- Top left: SAMPLE CHECK
- Top center: DATE
- Left side: PAY TO THE ORDER OF
- Right side: \$ [ ]
- Bottom right: DOLLARS
- Bottom left: WELLS FARGO logo
- Bottom center: MEMO
- Bottom: MICR line with boxes for Routing Number, Account Number, and Check Number.

**Routing Number      Account Number      Check Number**

Note: You can also find your Account Number on your statement or on the account documents provided at account opening.

#### For Direct Deposit into Prepaid Card or Savings

For your prepaid card or savings account number, check your bank statement or account documents provided at account opening.

Contact *Wells Fargo Phone Bank*<sup>SM</sup> at 1-800-TO-WELLS (1-800-869-3557) for the correct Routing Number (RTN).

Please note, Wells Fargo cannot provide your account number over the phone.

### Step 2. Contact Your Employer or Payor

Use the table below to find the correct contact to learn if your payor offers direct deposit services and to provide your account information. Your payor may need you to complete a form or provide a voided check to process your request.

Type of Direct Deposit	Existing Enrollment (To change the bank currently receiving deposits electronically)	New Enrollment (To change your paper checks to electronic deposits)
<ul style="list-style-type: none"> <li>• Salary/Wages</li> <li>• Pension</li> <li>• Dividend/Investment Income</li> </ul>	Contact your employer or other payor directly with the information on this form.	
<ul style="list-style-type: none"> <li>• Social Security (SSA)</li> <li>• Supplemental Security Income (SSI)</li> </ul>	Call 1-800-772-1213 (1-800-325-0778 TTY)	Visit a Wells Fargo Bank Store near you or for New Enrollments only, you can also visit <a href="http://www.godirect.org">www.godirect.org</a> , or call Go Direct at 1-800-333-1795
<ul style="list-style-type: none"> <li>• Railroad Retirement</li> </ul>	Call 1-877-772-5772 (1-312-751-4701 TTY)	
<ul style="list-style-type: none"> <li>• Civil Service Retirement (Office of Personal Management)</li> </ul>	Call 1-888-767-6738 (1-800-878-5707 TTY)	
<ul style="list-style-type: none"> <li>• Veterans Compensation and Pension</li> </ul>	Call 1-877-838-2778 (1-800-829-4833 TTY), or visit a Wells Fargo Bank Store near you.	
<ul style="list-style-type: none"> <li>• Other Federal Agency Benefits</li> </ul>	Contact the agency directly. Or call Go Direct at 1-800-333-1795 to get the telephone numbers of many federal agencies.	

### Step 3. Monitor Your Account

For direct deposit, it can take one to two months for a payor to process your request and to begin receiving electronic deposits.

**Questions?** *Wells Fargo Phone Bank* is available 24/7 at 1-800-TO-WELLS (1-800-869-3557)