

# ACH MoneyLink Form

ACH MoneyLink is a service provided by Axos Clearing, LLC, connecting your bank accounts and investment accounts for better cash management. All bank links, except for IRA accounts, will be established with On Demand to allow for money movement in or out of your brokerage account. **Please complete all information, sign where indicated and return to your Financial Advisor.**

**STEP 1: ACCOUNT INFORMATION**

Account Title (Name of this account)	Account Number
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**STEP 2: INSTRUCTION TYPE-** *Multiple bank links are permissible per brokerage account.*

- Add New Instructions    
  Replace Existing Instructions    
 ADD NEW WILL ESTABLISH A FIRST BANK LINK OR CREATE MULTIPLE LINKS IF PRIOR INSTRUCTIONS EXIST. REPLACE WILL UPDATE OR CHANGE EXISTING INSTRUCTIONS

**STEP 3: TYPE OF REQUEST IF OTHER THAN ON DEMAND**

- Dividends/Interest (income received will be transferred) (Select frequency)  
 Distributions – Periodic transfers to bank account (Frequency, amount & date required)  
 Contributions – Periodic transfers to brokerage account (Frequency, amount & date required)

A DISTRIBUTION REQUEST FORM IS REQUIRED FOR RETIREMENT ACCOUNTS

**Frequency (select one)**

- |   |   |
|---|---|
| <input type="radio"/> Daily (D) – Dividends and Interest only | <input type="radio"/> Bi-monthly (I) – occurs every other month |
| <input type="radio"/> Weekly (W) – occurs every week          | <input type="radio"/> Quarterly (Q) – occurs every 3 months     |
| <input type="radio"/> Semi-Monthly (E) – occurs twice a month | <input type="radio"/> Semi-Annually (S) – occurs twice a year   |
| <input type="radio"/> Monthly (M) – occurs every month        | <input type="radio"/> Annually (A) – occurs once a year         |

-DAILY IS FOR NON-IRA ACCOUNTS ONLY  
-PLEASE ALLOW 5 BUSINESS DAYS FOR ESTABLISHMENT OF NEW OR UPDATED MONEYLINK INSTRUCTIONS

<b>Amount</b>	\$ Amount	Start Date:
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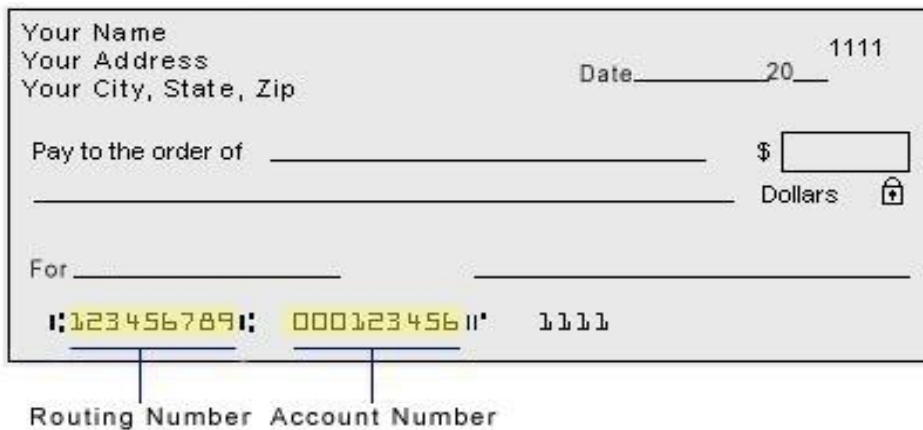
**STEP 4: BANK/CREDIT UNION ACCOUNT INFORMATION**

**Account Type:**  Checking     Savings

ABA Number/Bank Routing Number	DDA Number / Bank Account Number
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**Voided Check:** Attach an original voided check here

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



IF A VOIDED CHECK IS NOT AVAILABLE, PLEASE ATTACH A LETTER FROM THE BANK, ON BANK LETTERHEAD CONFIRMING THE BANK ACCOUNT OWNERSHIP, ACCOUNT NUMBER AND ROUTING INFORMATION.

**SIGNATURES – ALL ACCOUNT HOLDERS MUST SIGN BELOW**

Account Holder Signature <b>x</b>	Print Name	Date
Account Holder Signature <b>x</b>	Print Name	Date

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

**SIGNATURE –AUTHORIZED FIRM REPRESENTATIVE MUST SIGN BELOW**

Authorized Firm Representative <b>x</b>	Print Name	Date
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-FOR BUSINESS AND TRUST ACCOUNTS, SEPARATE SUPPORTING DOCUMENTATION CONFIRMING THE SIGNATURE AUTHORITY FOR BOTH THE BROKERAGE AND BANK ACCOUNTS ARE REQUIRED.

# Important information regarding ACH Documentation and Processing Requirements Effective 01/2020 Trading Direct, a division of York Securities, Inc.

## ACH Documentation

Automated Clearing House (ACH) is an electronic funds transfer system that batch-processes large volumes of U.S. credit and debit transactions for financial services and other firms according to National Automated Clearing House Association (NACHA) rules. Axos Clearing LLC (clearing agent for Trading Direct, a division of York Securities, Inc) processes ACH authorization requests as part of the services it provides for clients. It is important to note that this method of electronic funds transfer is not same-day funds. This document should be consulted for the latest information on ACH policy for Trading Direct, a division of York Securities, Inc. (Trading Direct).

## Processing Requirements

The requirements described below must be met before Trading Direct can process standing ACH authorization requests. These controls add an extra measure of protection for the investor's brokerage and bank accounts. Mail completed original documents to Trading Direct. Limit one bank account per brokerage account.

## ACH Authorization Agreement

The agreement must include:

- The investor's name and Trading Direct brokerage account number,
- All bank and brokerage account signatures on the ACH Authorization Agreement. NOTE: All of these signatures must appear on the same page to ensure individuals are signing acknowledging the same bank information.
- All relevant instruction regarding account contribution or distribution (pay principal or pay income) information, retirement contribution description as applicable, as well as the frequency and amount of ACH entries.
- All bank/credit union account information on the agreement, which must match with account information reflected in the supporting documentation.
- Accompanying supporting documents for the bank account:
  - A preprinted, micro-encoded check, or
  - A letter from the bank containing all of the account information that includes a guaranteed signature of an employee of that bank.

## Checks

A micro-encoded check or deposit slip are acceptable supporting documentation. The following are generally not accepted as supporting documentation:

- Counter checks, Bill pay checks, or Starter checks (typically without a pre-printed name & address, involving sequence numbers under 100)

## Bank Letters

Bank letters are required to verify the signing authority when the bank account is an entity and differs in name from the brokerage account.

- Brokerage account documents (i.e., Corporate Resolution, Trustee Certification of Investment Powers, Partnership agreements, etc.) confirming signing authority can be used in place of bank letters if the bank account has the same name as the brokerage account
- Brokerage account documents confirming signing authority cannot be used in place of bank letters if the bank account has a different name than the brokerage account.
  - For example, employer sponsored retirement account links to corporate accounts will require two separate verifications of signing authority, one to verify signing authority on the employer sponsored retirement account and the other to establish corporate account signing authority.
  - As an exception, if the bank account differs from the brokerage account, but is a trust on the bank side, and trustees are not named on the check, the trust agreement can be submitted in lieu of the bank letter.
  - If multiple signors are listed for either the brokerage or bank accounts, their ability to sign alone (if applicable) should be noted on the bank letter in order to accept one signature.

## Deposits

Deposits to Trading Direct brokerage accounts custodied with Axos Clearing LLC (ACH debit from bank account) may have restrictions imposed.

- Initial deposits to new accounts via ACH may be refused.
- An ACH deposit to a brokerage account may take up to 7 business days to clear, depending on the existing equity in the brokerage account.
- For incoming deposits to a single brokerage account, the maximum cumulative dollar amount may be limited to \$100,000 over five (5) business days, depending on the level of existing equity in the brokerage account.

## Distributions

Distributions from Trading Direct brokerage accounts custodied with Axos Clearing LLC (ACH credit to bank) are available using approved ACH Standing Instructions.

- Distributions from custodial accounts (UGMA or UTMA), where funds are not going directly to the minor, must have documentation on file confirming that the funds are used for the benefit of (FBO) the minor.
- ACH transactions between unrelated accounts are not accepted.
- ACH is not a payroll or fee payment service since approved ACH Standing Instructions may facilitate both debits and credits to and from bank accounts.
- A maximum cumulative dollar amount cap of \$100,000 over five (5) business days, may be imposed to a brokerage account for outgoing withdrawals, depending on the level of existing equity in the broker account.
- Recent ACH deposits to a brokerage account may be subject to review, and may be held up to 60 calendar days before being eligible for withdrawal.

## Error Processing

If errors occur, remember that ACH transactions are not a same-day process. Therefore, there may be a three-business-day waiting period before ACHs processed in error, can be adjusted. This waiting period may be used to avoid duplicate corrections, because it can take up to three business days to receive notification if the bank has taken any action on its side to resolve an error.

## Changing Bank Accounts

Bank accounts designated for use with ACH profiles, may be prevented from being changed for up to 60 calendar days from the last change and/or addition.