

Electronic Funds Transfer Authorization Form

You must use this form if a client is not able to use the online Owner Verification process to provide their authorization of a new EFT bank link or when the Folio Institutional account registration is not an exact match with the bank account registration of the client's bank account (e.g., an individual account at your client's bank and a Folio Institutional joint account).

Instructions

1. Complete this form for each new EFT link to be established, if your client is unable to verify the link online or where registration on the accounts does not match.
2. 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 establish a new EFT link where a client does not use the online verification process or where the account registrations do not match unless a preprinted voided check or savings account deposit slip is submitted with this form. Starter checks will not be accepted.
- Once established and authorized by a client new EFT bank links require verification on the Folio Institutional or Folio Client site before they can be used for transfers. Within 3 - 4 days after we process a new bank link request, the client will see in the account at their financial institution 2 small deposits of less than \$0.50 each and a corresponding withdrawal. These transactions will come from UMB, our banking services provider. After a bank link has been activated, one-time and recurring transfers take 2-3 business days to process, and deposit limits may apply. See the **Funds Availability Policy** on our site for information about when cash will be available for investments and withdrawals.

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

PART 1: Folio Institutional Account Information

Folio Account Number		
Folio Account Type		
Client Name	Account Owner/Trustee/Custodian	Additional Account Owner/Trustee/Custodian
Account Registration (Corporate and Trust accounts only)		

PART 2: Bank/Investment Account Information

Type of Account	Check one Checking/Money Market Savings	
Client Name	Account Owner/Trustee/Custodian	Account Owner/Trustee/Custodian
Account Registration (Corporate and Trust accounts only)		
Name of U.S. Financial Institution		
Bank Routing and Account Numbers	Routing Number	Account Number

PART 3: Authorization

By signing below

I authorize Folio Institutional to establish a link to the bank and account specified above and permit any person authorized to access my account to electronically transfer funds to and from my Folio Institutional account to that account.

I agree to indemnify and hold harmless Folio Institutional and its service providers for any loss, liability or expense incurred from establishing this link or acting on instructions to transfer funds to or from the bank or investment account specified above.

This authorization may be terminated by me at any time but only by my deleting the EFT link through the Folio Client website or giving Folio Institutional a written instruction to that effect.

Account Owner/ Custodian/Trustee Signature	X	Date (mm/dd/yyyy) / /
Co-Account Owner/ Custodian/Trustee Signature	X	Date (mm/dd/yyyy) / /

All account owners and co-owners must sign this document to authorize an electronic funds transfer.

PART 4: Voided Check or Savings Account Deposit Slip

Name Must be Printed and Unaltered

John Smith 123 Your Street Your City, State, Zip Code	0100
Pay to the Order of:	Date _____
Affix your check here	\$ <input type="text"/>
	_____ Dollars
For _____	Signature _____
: 123456789 : 0000123456789 " . 0100	

Routing Number

Account Number