



EFT OPTIONS (three examples below)

Option 1: Voided Check

Option 2: Bank Letter

Option 3: Direct Deposit Form

Voided Check Requirements:

- Agent's name must be printed on the check
- The check number must be over 101
- Starter checks are not accepted
- Account and routing number must be visible

The image shows a blue check form with a large, diagonal "VOID" watermark across the center. The form contains the following fields and text:

- Payee: John Doe, 123 Shady Lane, Yourtown, AA 12345.
- Check Number: 3256
- Date: \_\_\_\_\_
- Pay to the order of: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars
- Your Savings&Loan Anywhere USA,
- For: \_\_\_\_\_
- Routing Number: 234567890 (9 digits: begins with 01-12 or 21-32)
- Account Number: 343949349
- Cheque Number: 5337

Red arrows point from the labels below to the corresponding numbers on the check form.

**EXAMPLE**



Bank Letter Requirements:

- Bank letter must be typed
- Must be on bank letterhead
- Must state the agent is an authorized signer on the account
- Must verify account and routing number
- Must be dated
- Must be signed by a bank representative





Direct Deposit Form:

- Must have a voided check printed on the form
- Must be pre-printed / Nothing handwritten
- Bank logo must be on the form
- Agent's information must be on the form
- Bank routing number & account number must be on the form



**Direct Deposit Authorization**

To set up Direct Deposit into your Scottrade Bank Account, submit this completed form to your employer.

Bank:Routing Number:	Account Number:Account Type:	
Account Title (Name on Account):		

This form authorizes \_\_\_\_\_ (employer name) to initiate credit entries to my account at Scottrade Bank. This authorization replaces any previous Direct Deposit authorization and will remain in effect until the above-named source has received written notification from me of its termination.

**Please Deposit:** %  100% of my paycheck - OR -  \$ \_\_\_\_\_

**This should take effect:**  Immediately  \_\_\_\_\_ of this date: Immediately (dd/mm/yyyy)

**X** \_\_\_\_\_  
Account Holder's Signature Account Holder's Printed NameDate

**Helpful Reminders**

- Remember to sign this form before you submit it to your employer.
- Along with this form, many employers require a voided check, which has been provided for you below.
- If you are switching Direct Deposit from another account, keep the old account open until all transactions have cleared and the first Direct Deposit credit appears in your Scottrade Bank Account.
- It may take up to three pay periods for your employer to make the change in their system.

