

# Direct Deposit / Automatic Payment Set-up Guide

WELLS  
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How to take advantage of the fastest, and most convenient and secure way to manage receiving regular deposits to, or making regular payments from your account.

## Key Benefits of Direct Deposit:

Direct Deposit is a service that automatically deposits qualifying recurring income\* into any Wells Fargo checking or savings account you choose.

**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.

**Opportunity for automatic saving** - You can watch your savings grow by directing at least part of your pay to a savings account.

*\* Income you receive from your employer, Social Security, pension and retirement plans, the Armed Forces, VA Benefits, and annuity or dividend payments may all qualify for Direct Deposit.*

## Key Benefits of Automatic Payments:

Never worry about missing a payment or possible late fees. Note that you can also make recurring payments through Wells Fargo Online with Bill Pay.

Depending on how you obtained this guide, some of the below information may be pre-filled for you. If not, view your bank statement, printed checks (see diagram above) or account documents provided at account opening for your account number. You can also log in to Wells Fargo Online or contact us at 800-TO-WELLS (1-800-869-3557) for the correct Routing/Transit Number. Please note that Wells Fargo cannot provide your account number over the phone.

## Three Easy Steps to Set up Direct Deposits

### Step 1. Gather and Review Account Information

Key information about you and your Wells Fargo account that will allow transactions with third parties to occur:

Customer Name:	Routing Number(RTN):	Account Number:	Account Type:	Percentage
RAVEN GENSLER	321270742	5454119602	Checking	100%

### Step 2. Contact Your Employer or Payor/Payee

The table below can help you identify the correct contact for different types of direct deposits. Your employer or payor may need you to complete a form they provide and/or request a voided check to process your direct deposit request.

Contact your payee for any additional required information to process your automatic payment.

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 your local branch or visit <a href="https://godirect.org">godirect.org</a> or call 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)	Visit your local branch or visit <a href="https://godirect.org">godirect.org</a> or call 1-800-333-1795
<ul style="list-style-type: none"> <li>• Civil Service Retirement (Office of Personnel Management)</li> </ul>	Call 1-888-767-6738 (1-800-878-5707 TTY)	Visit your local branch or visit <a href="https://godirect.org">godirect.org</a> or call 1-800-333-1795
<ul style="list-style-type: none"> <li>• Veterans Compensation and Pension</li> </ul>	Call 1-877-838-2778 (1-800-829-4833 TTY)	Visit your local branch or visit <a href="https://godirect.org">godirect.org</a> or call 1-800-333-1795
<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

Note that it may take time for the third party to process your request and begin processing transactions.

**Questions?** Call us at 1-800-TO-WELLS (1-800-869-3557)