

How to complete this form

Print the bank routing number from your check or savings deposit slip. If you are using a savings account, contact your financial institution for the routing number. This number typically begins with a 0, 1, 2 or 3.

Print the complete bank account number.

Indicate the type of account: checking or savings.

Print the name(s) in which the account is held as it appears on your check.

Print the complete name of your financial institution.

Sign, date and print your complete phone number. For corporate accounts, please contact us for additional documents required.

Return in the envelope provided.

Important notice to dividend reinvestment/direct stock purchase plan participants: If you are currently reinvesting dividends through a plan and instead wish to have dividends paid in cash by Electronic Funds Transfer, you will also need to change your reinvestment election using the request form attached to your plan statement. This change can also typically be made online or by telephone. Please note that dividend reinvestment/direct stock purchase plan offerings vary by company and may not be applicable to all companies.

The Benefits

- The service is free.
- There are no lost, delayed or stolen checks.
- No delays waiting for the check to clear.
- Contact your financial institution to verify deposit of funds.
- Your monthly bank statement will reflect the electronic credit.

How to locate your Bank Routing Number and Bank Account Number:
Below is a sample of where this information is typically provided on personal checks.

DO NOT include the check number
when providing the account number.

Name(s) on Bank Account

John A. Doe
Mary B. Doe
123 Your Street
Anywhere, U.S.A. 12345

1234

PAY TO THE
ORDER OF

\$

Financial Institution and
Branch Information

Bank of Anywhere
123 Main Street
Anywhere, USA 12345

FOR

SAMPLE (NON-NEGOTIABLE)

1 2 3 4 5 6 7 8 9

1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7

1 2 3 4

Bank Routing Number

Bank Account Number

Check Number

This number typically begins with a 0, 1, 2 or 3.