

Direct Deposit/Automatic Payments Set-up Guide

Information to help you arrange automatic deposits or payments to/from third parties

Take advantage of the fast, convenient, and secure way to manage regular deposits to, or making regular payments on 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 into your account, even when you are on vacation or too busy to get to the bank.
- Fast — You have immediate access to your money on the day of deposit.
- Safe — You never have to worry about checks getting lost, delayed or stolen.
- Build savings automatically — You can watch your savings grow by directing at least part of your pay to a savings account.

** Some examples would include: 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 or other consequences. You will need to have the required available funds in your account at the time of the payment. Note that you can also make recurring payments by signing on to Wells Fargo Online® Banking with Bill Pay.

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:





(1) Your name

(2) Routing/Transit Number (9 digits) _____

(3) Account number (maximum 15 digits, include any leading zeros, do not include check number)

(4) Type of Account (check one) ☐ Checking ☐ Savings

Depending on how you obtained this guide, some of the above 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. You can also log in to Wells Fargo Online or contact us at **1-800-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.

SAMPLE CHECK		0101
	DATE	
THE ORDER OF		\$
		DOLLARS
MEMO		
		
Routing Number	Account Number	Check Number

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.

Direct deposit Information

For the following types of direct deposit, contact your employer or other payor directly with the information on this form:

- Salary / Wages
- Pension
- Dividend / Investment Income

For direct deposit information or Other Federal Agency Benefits, contact the agency directly or call Go Direct at **1-800-333-1795** to obtain the telephone number of many federal agencies:

Types of direct deposit existing and new enrollment

Type of direct deposit	Existing enrollment (To change the bank currently receiving deposits electronically)	New enrollment (To change your paper checks to electronic deposits)
• Social Security (SSA)	Call 1-800-772-1213 (1-800-325-0778 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795
• Supplemental Security Income (SSI)	Call 1-800-772-1213 (1-800-325-0778 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795
• Railroad Retirement	Call 1-877-772-5772 (1-312-751-4701 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795
• Civil Service Retirement (Office of Personnel Management)	Call 1-888-767-6738 (1-800-878-5707 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795
• Veterans Compensation and Pension	Call 1-877-838-2778 (1-800-829-4833 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795

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)

Office Use Only: RTN: {{OC:ADO:Account RTN CHK}} Account Number {{OC:ADO:Account RTN CHK}}