

Account Number

# Standing Payment Instructions Nonretirement

Use this form to establish, change, or delete standing Bank Wire, Electronic Funds Transfer ("EFT"), Journal and/or Check Disbursement instructions on your brokerage account. Type on screen or fill in using CAPITAL letters and black ink. If you need more room for information or signatures, use a copy of the relevant page.

## Helpful to Know

- **Do NOT use this form for Premiere Select® Retirement Accounts.**
- Standing Instructions that are added to your account may be purged from the system due to inactivity after an extended period of time.
- If establishing 1st Party EFT bank instructions OR 3rd Party with a common owner on the brokerage and bank account, you must include a copy of a voided check, deposit slip, or statement with this form.
- **Note:** Contact your investment representative for information on how to request a withdrawal from your account.

## 1. Account Owner(s)

First Name	Middle Name	Last Name
Additional Owner, Company or Trust Name <i>if applicable</i>		

## 2. Bank Standing Instructions

**Bank Standing Instructions** allow you to move money between your brokerage account and a bank account via Bank Wire (processed via the Federal Reserve System), or EFT (processed via the Automated Clearing House "ACH"). **Bank Wire:** Once Bank Wire standing instructions are established and approved, they are active immediately. Your Broker/Dealer and/or your bank may charge a fee for Bank Wire. **EFT:** EFT may take 4-5 business days to become active. Business days are Monday through Friday. Bank and New York Stock Exchange holidays are not included.

### EFT Instructions #1

- Check one. ►
- ☐ Establish new instructions
- ☐ Change existing instructions
- ☐ Delete existing instructions

Line Number

*If you have multiple instructions established and are changing or deleting an existing instruction, include the line number. Obtain the line number from your investment representative.*

- Check one. ►
- ☐ **1st Party** All owners on the brokerage account are also on the bank account. This option can be used for both disbursements and receipts.
- ☐ **3rd Party** All owners on the brokerage account are NOT on the bank account. Select this option if there is a common owner on the brokerage and bank account. This option can always be used for disbursements but only permits receipts if there is a common owner on the brokerage and bank account.

☐ Checking **OR** ☐ Savings

Obtain the correct routing number from the bank. Different routing numbers may be used for Bank Wires and EFT transactions.

Bank Routing Number	Bank Name
Bank Account Number <i>final destination</i>	Payee Name(s) Exactly as Shown on Bank Account

*continued on next page*





*If you have multiple instructions established and are changing or deleting an existing instruction, include the line number. Obtain the line number from your investment representative.*

☐ Checking **OR** ☐ Savings

Bank Routing Number	Bank Name
Bank Account Number <i>final destination</i>	Payee Name(s) Exactly as Shown on Bank Account

*If you have multiple instructions established and are changing or deleting an existing instruction, include the line number. Obtain the line number from your investment representative.*

Bank Routing Number	Bank Name
Bank Account Number <i>final destination</i>	Payee Name(s) Exactly as Shown on Bank Account

Use to provide an additional message to receiving bank.

Further Credit Account Number	Further Credit Name

SWIFT Code	Destination Country

### 3. Journal Standing Instructions

**Journal Standing Instructions** allow you to transfer cash or securities from the brokerage account number provided at the top of this form to another brokerage account ("to account") provided below.

Certain journals and transfers are not permissible from brokerage accounts to other brokerage accounts or retirement accounts.

Consult with your investment representative for further information.

☐ Establish Instructions Provide the "to account" numbers that you wish to establish:

Account Number

Account Number

Account Number

Account Number

☐ Delete Instructions Provide the "to account" numbers that you wish to delete:

Account Number

Account Number

Account Number

Account Number

### 4. Check Disbursement Standing Instructions

**Check Disbursement Standing Instructions** allow you to request that a check be paid and mailed to the name(s) and address on record or to an alternate payee and/or alternate address listed below.

**Payee #1**

- Check one. ► ☐ Establish new instructions  
☐ Change existing instructions  
☐ Delete existing instructions

Line Number

If you have multiple instructions established and are changing or deleting an existing instruction, include the line number. Obtain the line number from your investment representative.

- Check one. ► ☐ 1st Party Paid to the name(s) on the account and sent to mailing address of record.  
(If selected, only the Memo and Check Stub Information fields can be modified.)  
☐ 3rd Party Paid and/or mailed to an alternate payee and/or address.

Avoid any account number or SSN that compromises a customer's identity. If needed, use the Memo and Check Stub Information fields.

Payee		
Attention: maximum 32 characters total, including "Attn:"	<b>OR</b>	Care of: maximum 32 characters total, including "C/O"
Attn:		C/O
Address		
City	State/Province	Zip/Postal Code

Information provided in the Memo field will print on the check but will not appear visible in the window of the envelope.

Memo: maximum 30 characters
Check Stub Information: maximum 100 characters

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[illegible]

Check one. ☐ 1st Party *Paid to the name(s) on the account and sent to mailing address of record.  
(If selected, only the Memo and Check Stub Information fields can be modified.)*

☐ 3rd Party *Paid and/or mailed to an alternate payee and/or address.*

Payee		
Attention <i>maximum 32 characters total, including "Attn:"</i>	OR	Care of <i>maximum 32 characters total, including "C/O"</i>
Attn:		C/O
Address		
City	State/Province	Zip/Postal Code

Memo <i>maximum 30 characters</i>
Check Stub Information <i>maximum 100 characters</i>

By signing below, you:



- Authorize National Financial Services LLC ("NFS") to act upon your and/or your Broker/Dealer's requests to disburse funds or transfer cash or securities from your brokerage account to the designated bank or other brokerage accounts above in accordance with the instructions given by you and/or your Broker/Dealer to NFS without first confirming those instructions with you directly.
- Understand and agree that NFS will not be liable for any loss, cost, or expense so long as NFS transmits the redemption proceeds to the bank account identified above or transfers cash or securities to another brokerage account maintained at



your Broker/Dealer identified above. NFS reserves the right, but has no obligation, to confirm your Broker/Dealer's instructions with you prior to acting on such instructions.

- Further certify and agree that the above directions and authorizations in this document will continue until your Broker/Dealer and, if required, NFS receives the actual written notice of any change thereof.
- Further agree to indemnify and hold harmless NFS and its officers, directors, employees, agents, affiliates, shareholders, successors, assigns and representatives from and against any and all losses, claims, or financial obligations that may arise from any act or omission by you and/or your Broker/Dealer with respect to your account.

- Understand and agree that this form is your authorization and direction to your Broker/ Dealer and NFS to utilize these payment instructions when acting upon your request(s) to send a check disbursement or to move money from your brokerage account to a bank or other brokerage account(s) you designate above.
- Understand and agree that NFS cannot confirm the account registration at the receiving bank or financial institution.
- Understand that these instructions may be purged from your account if the instructions have not been used for an extended period of time.

**All account owners (and authorized individuals) must sign and date in accordance with the signature requirements outlined in the account's supporting documents.** For certain entities, such as trusts, estates, corporations, partnerships, or other organizations, identifying documentation is also required.

Print Account Owner Name <i>First, M.I., Last</i>	
Account Owner Signature	Date <i>MM - DD - YYYY</i>
<b>SIGN</b> 	

Print Authorized Signatory Name <i>First, M.I., Last</i>	
Authorized Signatory Signature	Date <i>MM - DD - YYYY</i>
<b>SIGN</b> 	

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