

# Establishing Fidelity Standing Bank Instructions

Fidelity now requires your client provide an electronic signature for all eligible cashiering transactions. In order to establish standing bank instructions TPFG must gather all relevant information and submit the request online via Fidelity's Integrated Cashiering Platform (ICP) .

To initiate standing bank Electronic Funds Transfer (EFT) instructions, please provide us with the following information:

- **Client name:**\_\_\_\_\_
- **Fidelity brokerage account number:**\_\_\_\_\_
- **Bank name:**\_\_\_\_\_
- **Bank account number:**\_\_\_\_\_
- **Bank routing number:**\_\_\_\_\_

**Checking account**

**Savings account**

- **Exact name(s) on bank account:**
- **1<sup>st</sup> or 3<sup>rd</sup> Party EFT Instructions :**
  - 1<sup>st</sup> party:** All of the owners on the brokerage account are also on the bank account. This option can be used for both receipts and disbursements.
  - 3<sup>rd</sup> party:** All of the owners on the brokerage account are not on the bank account. (Select this option if there is a common owner(s) on the brokerage account and bank account.) This option can always be used for disbursements but only permits receipts if there is a common owner(s) on the brokerage and bank account.
- **Clients preferred method of verification:**

<b>Identity questions</b>	<b>SMS text</b>	<b>Phone call</b>
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- **Client email address:**\_\_\_\_\_
- **Client's phone for SMS text message or phone verification:**\_\_\_\_\_

Fidelity will send an email message to your client with a link to the DocuSign Website. **Your client must verify their identity, upload any supporting documentation and provide their electronic signature.** Please note: Once the request for eSignature has been sent to your client, **the client has 7 business days to sign off on the instructions before the item cancels itself out.** Any updates to the client's email address or phone number at Fidelity will delay the request from being emailed to the client for 5 calendar days.

