

Contribution Instructions

1. Submit Contributions with Complete Instructions

Payment Instructions and Cutoff Times:

When submitting contributions to Charles Schwab Trust Bank for an employee plan, please provide complete deposit information with each check, wire or ACH transaction, as shown below. This will ensure that contributions to the plan account are deposited accurately and timely. If instructions are incomplete or incorrectly formatted, such as missing the plan account number, this may delay the processing of the deposit. The Department of Labor has a regulation on timing requirements for depositing participant contributions into the trust account. For small plans, contributions must be deposited within 7 days of withholding or receipt.

Sample Wire Instructions		Sample ACH Instructions	
Bank of America NT & SA 100 West 33rd Street, NY, NY 10001 ABA# 026009593 Payee: Charles Schwab Trust Bank Credit to: Acct# 12337-11961 *FFC: please use one of the following acceptable formats for wire instructions:		Bank of America NT & SA 100 West 33rd Street, NY, NY 10001 ABA# 121000358 Payee: Charles Schwab Trust Bank Credit to: Acct# 12337-11961 *FFC: please use one of the following acceptable formats for ACH instructions:	
Prefix	Sample	Prefix	Sample
AC	AC 123456 Plan Name	AC	AC 123456 Plan Name
AC-	AC-123456 Plan Name	AC-	AC-123456 Plan Name
ACCT	ACCT 123456 Plan Name	ACCT	ACCT 123456 Plan Name
#	#123456 Plan Name	#	#123456 Plan Name
ACCT#	ACCT#123456 Plan Name	ACCT#	ACCT#123456 Plan Name

*Note: The wire or ACH format used should be exactly the same as that shown above. Any differences may delay posting. To generate a preview of the acceptable formats for your plan, enter the account details below.

Plan Number: _____ **Plan Name:** _____

Send Checks To:	Send Overnight Checks To:
Note: Make checks payable to: Charles Schwab Trust Bank, Account Number, FBO (name and SSN)	
Charles Schwab Trust Bank P.O. Box 81686 Austin, TX 78708	Charles Schwab Trust Bank 11800 Schwab Way Austin TX 78758

Processing Times & Instructions

- For ACH Pulls, the Effective Date is the date Charles Schwab Trust Bank sends the ACH request to the client's bank. If you submit an ACH Pull with today's Effective Date **before 6 PM Eastern** (3 PM Pacific) your request will be sent today. Requests submitted after this time will be sent the next business day. Funds should be received within 24 to 48 hours.
- For wires/ACH received **before 7:30 p.m. Eastern** (4:30 p.m. Pacific), funds are available same day.
- For wires/ACH received **after 7:30 p.m. Eastern** (4:30 p.m. Pacific), funds are available next business day.

For more information, please contact Charles Schwab Trust Bank at 877-319-2782.

2. Submit Notice of Contribution via Schwab Retirement Center (SRC) website

Instructions for submitting NOD online:

1. Go to the SRC website, <https://src.schwab.com> and click on the **Operations** tab
2. Click on the **Enter Contributions** link under Contributions which takes you to the Contribution – General Information page.
3. Click on the radio button next to the correct payment method.
 - To choose the *ACH Pull* payment method, your company must be enrolled for ACH Pull with Trust Bank. If your company is enrolled, when the ACH Pull payment method is selected, bank account information will drop down to choose a bank(s). Enter an Effective Date in the fields to send the ACH request to the bank.
 - For *ACH, Wire, Check* and *Multiple Sources*, select the “Yes” or “No” radio button to indicate if corresponding funds have been sent. Enter the date funds were sent or the anticipated date for funds to be sent.
4. Click on the link for [Debit Authorization Form](#) to enroll in ACH Pull with Schwab Bank, if you are not already signed up. (See inset on ACH Pull benefits.)
5. Enter Payroll Period End Date and Multiple Employer Code information into the available fields, as appropriate.
6. Press the Continue button at the bottom.
7. You will receive a confirmation number that the NOD was generated after the information is submitted.

Benefits of Enrolling in ACH Pull include:

- No cost to enroll and transfer funds
- Quick deposits to the plan account
- Eliminate US Postal Service mailing time
- Faster investment of participant assets
- Compliance with Department of Labor regulations on timely deposits of contributions to plan
- Easier automated processing
- Eliminate rejection of contribution due to missing information or incorrect formatting

The screenshot shows the 'Enter Contributions' page on the Charles Schwab website. The page has a navigation bar with 'Home', 'Account Opening & 408b2 Reporting', 'Reports', 'Operations', and 'Administration'. Below the navigation bar are links for 'Contributions', 'Distributions', 'Trading', and 'Transfers'. The main content area is titled 'Enter Contributions' and includes a progress indicator with three steps: '1. Plan & Payment Information', '2. Enter Allocation Information', and '3. Acknowledgment'. A blue information box contains an 'Important Note from Charles Schwab Trust Bank' regarding ACH Pull requirements. Below this, there are input fields for 'Recordkeeper Name / Recordkeeper #' (with a dropdown for 'RK Name or RK Number'), 'Account Name / Account # / Plan Code' (with a dropdown for 'Acct Name or Acct Number or Plan Code'), and 'Multiple Employer Code'. The 'Payment Information' section includes radio buttons for 'Schwab Initiated Payment Method' (selected as 'ACH Pull - I authorize Schwab to initiate a bank account draft') and 'Client Initiated Payment Method' (with options for 'ACH', 'Wire', and 'Check'). There are also radio buttons for 'Have the corresponding funds been sent?' (selected as 'No'). Input fields for 'Anticipated Date' (with a calendar icon) and 'Payroll Period End Date' (with a calendar icon) are present. A 'Next' button is located at the bottom right of the form.

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