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Client Instructions for Deposits to AGED Special Needs Trust (SNT) Accounts

All checks should be made payable to 'client name SNT' when possible.

Checks payable to the client name may be deposited.

The trust **checking account number is also known as the command account number**. They are the same. The number is located on the Wells Fargo Trust statement, Page 3 or 4 (Snapshot page), under the Account Profile section, Command Account Number. Or call the office to obtain the number.

Option #1 - Deposit directly at a Wells Fargo Branch

1. Complete blank deposit slip (found inside branch)
Account type: checking
Account number: checking / command account number
Date: current date
Name: 'client name' SNT
Address: Longwood, FL 32750
Total checks \$: xxxxx
Total \$: xxxxx
2. Endorse back of check as follows:
For deposit only, account #xxxxxxxxxx
IT IS NOT NECESSARY TO SIGN BACK OF CHECK

3. Make a copy of the check prior to deposit
4. Send copy of check with deposit receipt to AGED

Option #2 - Mail check directly to AGED for deposit

1. Make copy of check prior to mailing for your records
2. Mail to: AGED, 1607 Cherrywood Lane, Longwood, FL 32750

Option #3 – Electronic Funds Transfer (EFT) to client’s SNT checking account (typically repetitive transfers of same amount) – Two Options

There are two ways to setup a repetitive Electronic Funds Transfer (EFT) from your personal checking account to your trust account.

Option 3 A: Setup EFT Online

Many banks allow you to setup an EFT online. To setup an EFT online, you must be the owner of the account. If the account owner is a spouse, or someone else, you may or may not be able to complete this online, depending on your bank.

Please note, **every bank is different**, and the options for setting up an EFT online may be titled differently or may be in a different location on the screen, depending on your bank.

Log on to your bank online
Go to Transfers*
Select “Transfer Between Accounts”*
Select Transfer Between Accounts – Transfer Money to an Account at Another Financial Institution*
Fill out the options on the screen
First and Last Name: The client’s first and last name
Type of Account: Someone Else’s Personal Account at Another Bank*
Type of Account: Checking
Address: 1607 Cherrywood Lane Longwood, FL 32750
Routing number: 102307164
Account Number: AGED Account Number, contact AGED if you need this information
Name of Bank:Wells Fargo

*Options vary by bank

Once the EFT is setup, your bank will make 2 small deposits into your AGED trust account to test the setup. Please call AGED to determine what those amounts are. We are not notified when these deposits are made, it is your responsibility to obtain this information from AGED.

After you know how much was deposited into the AGED account during testing, log back into your bank account online and enter the deposit amounts to verify the transfer is setup correctly.

Once the account linking is verified, you can transfer money from your personal account to your AGED account on either a recurring or one time basis, depending on how you schedule the transfers with your bank. You may adjust how your bank transfers the money at any time.

Option 3 B: Setup EFT At the Bank

To set up a repetitive transfer from your personal checking account to your trust account, please go into the bank where your personal checking account is held and provide the following information to set up the transfer:

\$ Amount of transfer
Date of transfer (usually monthly on the same date)
From: Your **personal** checking account number
To: Your **trust** checking/command account number
Name on trust account: 'Client Name' SNT
Routing number: 102307164
Name of Bank: Wells Fargo

Option #4 – On-line banking bill pay (typically repetitive transfers)

1. Go to the on-line bill pay system for the bank account where the money is to be transferred from.
2. Set up a new payee with the following information:
Payee: client name SNT
Address: 1607 Cherrywood Lane, Longwood, FL 32750
Amount: as appropriate
Date: as appropriate (**Note: it may take up to 5 to 7 days for payment/check to reach AGED and another 2 -3 days for deposit to clear.**)

Option #5 – Domestic Wire transfers

To receive a wire transfer into your trust account, please provide the following information to the individual or business that is sending the wire:

Wire Routing Transit Number: 121000248
Bank Name: Wells Fargo Bank
City, State: San Francisco, CA
Your Account Number: Trust Checking account (command account) number
Title of Trust Account: 'Client Name' SNT (as it appears on your statement)

Should you have any questions, please contact the AGED office at 407-682-4111.