

**Electronic Remittance Contribution Information**

An ACH draft form is required in order to remit retirement plan contributions electronically. The bank that will be pulling the automatic payments is Charles Schwab.

Please complete the below information, the information on the following pages and include a voided check. The form must be completed and returned in order to process electronic remittance contributions.

Church Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Contact name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

Please mail the completed form and voided check to:

PCA Service Center  
5446 California Ave. SW, Suite 200  
Seattle, WA 98136

Schwab Debit ACH  
Authorization Form  
Charles Schwab Trust Company (CSTC)



This form is required for each bank account for which Debit ACH is requested / approved.

Plan Sponsor Information

Plan Sponsor Name (please print)	Plan Name (please print)
Plan Account Number	Email Address (for notifications)

Recordkeeper Information

Recordkeeper Name (please print)	
Recordkeeper ID	Recordkeeper Email Address (for notifications)

By enrolling in Schwab Debit ACH, the Plan Sponsor is establishing a standing authorization that will allow Charles Schwab & Co., Inc. ("Schwab") to request electronic funds transfers between the appropriate Plan bank account (indicated on the next page) and Charles Schwab Trust Company's\* bank account. Electronic transfers will occur only when an authorized user from the Plan Sponsor or from the Recordkeeper initiates payment using Schwab Retirement Center (SRC). Transfers are subject to the restrictions and provisions noted on this authorization form and in SRC's Terms and Conditions.

Schwab will notify you via email when the account is functioning and ready for the first Debit ACH transfer, typically within five (5) business days after the receipt of form.

**Debit ACH Authorization Release for Bank / Other Financial Institutions.**

The Plan Sponsor authorizes Schwab (i) to initiate debit entries to the bank account indicated on the next page and to debit that account, and (ii) to initiate reversals of erroneous or duplicate debit entries and to credit the indicated bank account, as appropriate. Schwab is authorized to withdraw the exact amount of funds indicated on the PAS Operations Web site Notice of Deposit associated with the Debit ACH order. This authorization will remain in full force and effect until Schwab has received notification from the Plan Sponsor of termination of such authorization and has had a reasonable opportunity to act upon such termination.

The ACH Pull feature requires that Plan Sponsor bank accounts accept electronic debit entries from Schwab. We recommend contacting your bank before submitting your first ACH transfer to ensure you have the appropriate account settings in place.

\*Charles Schwab Trust Company (CSTC) is a division of Charles Schwab Bank.

**Bank / Financial Institution Information**

This is a:  Corporate / Organization Checking Account  Corporate / Organization Savings Account

Name of Bank or Financial Institution		
ABA Transit Routing Number	Account Number	Bank Account Name (Nickname) – Optional*

\*If selected, Bank Account Name will appear on SRC for easy reference.

**Attach a canceled or voided, preprinted check (required) – originals only, no photocopies.**

**Other acceptable documentation for accounts without checks:**

- Preprinted deposit slips for savings account
- A letter from the financial institution, signed by an officer, which includes account title, account number, account type and ABA Transit Routing Number

<b>Signature Required</b>	<b>X</b>	Authorized Plan Sponsor Signature	Print Name	Date (mm/dd/yyyy)
	<b>X</b>	Additional Authorized Plan Sponsor Signature	Print Name	Date (mm/dd/yyyy)

This authorization may be terminated by any of the parties at any time by writing to Charles Schwab Trust Company, Trust Services, 12401 Research Blvd., Austin, TX 78759, or by calling 1-877-319-2782.

Charles Schwab Trust Company (CSTC), a division of Charles Schwab Bank, and Charles Schwab & Co., Inc (member SIPC), a registered broker-dealer, provide trust or custody services to clients of Plan Administrator Services and Schwab Retirement Technologies. Schwab Retirement Technologies is engaged in developing and licensing proprietary retirement plan recordkeeping systems to independent Third Party Administrators. These entities are affiliates of each other and are wholly owned subsidiaries of The Charles Schwab Corporation.