

NYSARC Trust Services Monthly Electronic Deposit Form - Instructions

Beneficiary name: Please clearly print the beneficiary's name in blue or black ink.

Account code: Please clearly print the beneficiary's NYSARC trust account number.

Authorized individual submitting form: Please clearly print the name of the person submitting the form if other than the beneficiary. This individual must be an **authorized signer** on the savings or checking account.

Requested monthly deposit date: Please clearly indicate what day of the month you would like the funds withdrawn from your personal bank account each month for deposit into your trust account.

NOTE: If the date selected falls on a weekend or holiday in a particular month, the funds will be withdrawn on the next business day.

Month to begin: Please clearly indicate the month in which the monthly electronic deposits should begin.

NOTE: Please send in a physical check to the lockbox as usual in the month you submit this Monthly Electronic Deposit Form. The earliest date your monthly electronic deposits will begin is the month following receipt of your Monthly Electronic Deposit Form. In addition, please allow up to **15 days** for processing. For example, if you would like the monthly electronic deposits to begin on the 4th of a specific month, the form should be received by NYSARC Trust Services no later than the 20th of the previous month (assuming a 30 day month).

Account type: Please clearly indicate the type of account from which the funds will be withdrawn.

Requested deposit amount: Please clearly indicate what amount should be withdrawn from your personal bank account for deposit into your trust account. This is generally the amount of your monthly spenddown.

Please mail or fax your form to the locations noted on the first page of this form. If you are faxing your form, a copy of the check can be sent on a separate page.

If you need to make changes to your monthly electronic deposit, allow 7 days for processing of amount changes and 15 days for processing of account changes.

NOTE: If the beneficiary will no longer be making deposits,
please contact our Customer Service Department immediately.

For additional inquiries, please contact our Customer Service Department at
(518) 439-8323 or (800) 735-8924
or visit our website: www.nysarctrustservices.org