

Services – Add or Remove External Bank Account

Securely link your external bank account for electronic transfers and payments.

- Accounts added are only available in AgPay and not automatically setup for transfers at branch.
- Regarding **patronage** payments, *if bank accounts change, notify branch* to ensure patronage is sent to correct account.

1 Step 1: Add Your Bank Information

- Select **Add External Account** from *Services* menu
- Routing Number
- Account Type (checking or savings)
- Account Number

2 Step 2: Micro Deposits are Sent to Bank

- Check your bank account daily to look for two deposits.
- Wait up to three business days for amounts to appear in your bank account
- Complete Step 3 within 14 days to prevent request from expiring

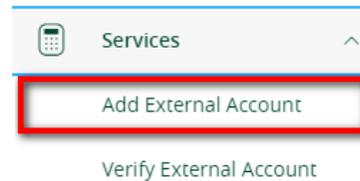
3 Step 3: Verify Your Bank Account

- Select **Verify External Account** from *Services* menu
- Enter the two amounts from Step 2 (omit the decimal point)
- Select **Continue**

Your bank account is now available!

To Remove a Bank Account

- Select **Account Preferences** from *Settings* menu
- Scroll down to **External Transfer Accounts**
- Use the trash can icon to Delete account



Add an External Account

This form will enable you to request an external account (an account you have at another financial institution) be linked for electronic transfers. For your security, external accounts added here are available **ONLY** in AgPay and not automatically setup for transfers at your Branch. If your external account has changed, contact the branch to ensure patronage is sent to the correct account.

THERE ARE THREE STEPS IN THIS PROCESS:

- Step 1: Add your external account information
- Step 2: Micro deposits are sent to your external account (typically within 3 business days)
- Step 3: Verify the micro deposit amounts sent to your external account

All three steps **MUST** be completed within fourteen (14) days before your external account becomes available.

Step 1: Add your External Account Information

Input the following information about the external account you would like to add:

- Institution's Routing Number (Include the leading zeroes)
- Your External Account Number (Max length of 17 digits - include the leading zeroes)
- External Account Type (checking or savings)

See the sample check below for reference.

To add a savings account, contact your financial institution for their routing number and verify your account is eligible for ACH transactions. (Not all savings accounts allow for ACH transactions).



Please Note: Only domestic (U.S.) banks are allowed.

Routing Number:

Account Type:

Account Number:

Once this information has been entered, click on the Continue button below.

