



# Institutional Bank Transfer Form

January 2023

**Use this form** to add U.S. bank account instructions to a Vanguard account(s) by institutional clients only. Print clearly in capital letters and black ink.

- Once your bank account information is added to a Vanguard account(s), you can make electronic bank transfers (EBTs) and wire transfers between a U.S. bank account and your Vanguard account(s).
- Don't use this form to add international bank account information to your Vanguard account(s). Use our International Wire Option Form instead.
- You can delete a bank account already on file with Vanguard by sending a letter of instruction to Vanguard. Instructions for how to submit this can be found under Submitting to Vanguard at the end of this form.
- The authorized signer(s) responsible for providing transaction instructions for your organization, as identified in the Vanguard Organization Resolution Form or the Vanguard Certificate of Authority for Retirement Plans (for retirement plan trusts whose trustees are one or more individuals), must sign in Section 4. If your organization has not submitted a Vanguard Organization Resolution Form or Vanguard Certificate of Authority for Retirement Plans, as applicable, you must attach a current (within six months) certified resolution that indicates the person(s) signing this form has authority to add bank account instructions.
- Instructions for how to submit this form can be found under "Submitting to Vanguard" at the end of this form.
- Allow us one week after receiving this form to add the bank information to your Vanguard account(s).

## Questions?

Institutional Investment Services:  
800-950-0053

Intermediary Services:  
800-669-0498

Return ALL pages of this form, even if some sections are left blank.

## 1. Registered Vanguard account owner contact information

Name of organization	Organization's taxpayer ID number
Contact name <i>first, middle initial, last</i>	Phone <i>area code, number, extension</i>
Email	
Trustee name(s) (individual(s) or firm, if the registered Vanguard account owner is a trust)	

## 2. Bank account information

### Required documentation

- A letter from the bank on bank letterhead, signed by a bank officer, that contains the account number, routing number, account registration, and authorized signer(s).

Return ALL pages of this form, even if some sections are left blank.

The following bank account information will be enabled for both EBT and wire transfers.

Bank name	Phone <i>area code, number, extension</i>
Address	
City, state, zip	
Bank account registration*	
Account type Checking Savings	
Bank account number	Bank routing/ABA number
Beneficiary name/For further credit to (information for wire transfers)	Beneficiary account number/For further credit to (information for wire transfers)

\* List names of all bank account owners and/or signers whose names appear in the registration of the bank account.

**Option elections**

Choose one:

Make the bank account information in Section 2 the primary bank account for the organization's Vanguard account(s).

Add the bank account information in Section 2 for secondary use.

Return ALL pages of this form, even if some sections are left blank.

### 3. Vanguard account information

**Complete this section to indicate which Vanguard account(s) will be used to receive transfers from and make transfers to the bank account cited in Section 2.**

Choose one:

This bank account information should be added to all of the organization's Vanguard accounts.

This bank account information should only be added to the Vanguard account(s) listed below.

Vanguard account number	Registered Vanguard account owner
Vanguard account number	Registered Vanguard account owner
Vanguard account number	Registered Vanguard account owner

*To add the bank account information to more than three Vanguard accounts, attach additional copies of this page.*

Return ALL pages of this form, even if some sections are left blank.

## 4. Signatures

Authorized signers that are listed on both the Vanguard account and the bank account may sign in section 4A. If there is an individual(s) that is an authorized signer on the bank account, but not an authorized signer on the Vanguard account; that individual(s) must sign in section 4B in front of a notary.

### A. Signature(s) of authorized signer(s) on both Vanguard and bank accounts

The undersigned hereby certify on behalf of the registered account owner(s) identified in Section 3 that:

- With respect to the Vanguard accounts listed in Section 3:
  - I/We authorize The Vanguard Group, Inc., (and any of its affiliates or subsidiaries, individually or collectively, "Vanguard") in accordance with the instructions in this form and future telephone, fax, or online requests using those instructions, to pay the amount representing redemptions made by an authorized person by wire transfer or by initiating credit entries, or to secure payment of amounts invested by an authorized person by initiating debit entries to the bank account identified in Section 2.
  - I/We further agree that Vanguard will not incur any loss, liability, cost, or expense for acting upon the instructions in this form or in a telephone, fax, or online request for an electronic bank transfer or wire transfer using those instructions that are believed by Vanguard to have originated from an authorized person.
  - I/We understand that I/we may terminate this authorization at any time by written notification to Vanguard. The termination will be effective as soon as Vanguard has had a reasonable amount of time to act on it.

**If you are required to have your signature notarized, do not sign here until you are in the presence of a notary public. The notarization must be dated within 30 days of receipt of this document by Vanguard. Make copies of this page if you need more space for signatures and/or notarizations.**

Print name of authorized person <i>first, middle initial, last</i>	
Signature of authorized person*	Date <i>mm/dd/yyyy</i>

Sign here. >

\*If you are required to have your signature notarized, do not sign here until you are in the presence of a notary public. The notarization must be dated within 30 days of receipt of this document by Vanguard. Make copies of this page if you need more space for signatures and/or notarizations.

Return ALL pages of this form, even if some sections are left blank.

Print name of authorized person <i>first, middle initial, last</i>	
Signature of authorized person	Date <i>mm/dd/yyyy</i>

Sign here. >

Print name of authorized person <i>first, middle initial, last</i>	
Signature of authorized person	Date <i>mm/dd/yyyy</i>

Sign here. >

Return ALL pages of this form, even if some sections are left blank.

**B. Signature(s) of authorized signer(s) only on the bank account (not on the Vanguard account)**

I/We, the undersigned authorized signer(s) on the bank account identified in Section 2:

- Authorize The Vanguard Group, Inc., (and any of its affiliates or subsidiaries, individually or collectively, "Vanguard") to make credit or debit entries to the bank account identified in
- Section 2 if Vanguard, in good faith, believes they have been initiated by an authorized person.
- Authorize the bank to accept any such credits or debits to that bank account without responsibility for their correctness and acknowledge that the origination of transactions through the ACH network (described in this form as electronic bank transfers) to that bank account must comply with U.S. law.
- Understand that I/we may terminate this authorization at any time by written notification to the bank and to Vanguard. The termination will be effective at Vanguard as soon as Vanguard has had a reasonable amount of time to act on it.
- Represent and warrant to Vanguard that I am/we are an authorized signer(s) on the bank account identified in Section 2, and no other authorized signer is required to sign to authorize debit or credit entries to that bank account.

**If you are required to have your signature notarized, do not sign here until you are in the presence of a notary public. The notarization must be dated within 30 days of receipt of this document by Vanguard. Make copies of this page if you need more space for signatures and/or notarizations.**

Print name of authorized person <i>first, middle initial, last</i>	
Signature of authorized person	Date <i>mm/dd/yyyy</i>

Sign here. >

Return ALL pages of this form, even if some sections are left blank.

Acknowledgement of signature:

On this, the \_\_\_\_ day of \_\_\_\_, 20 \_\_\_\_, before the undersigned, a notary public, personally appeared, satisfactorily proven to be the person whose name is signed to this instrument, and acknowledged that he/she executed the same for the purpose therein contained. In witness whereof, I hereunto set my hand and official seal.

Sign here. >

(name of person signing)

Notary > Sign here.	Signature of notary public	Notary seal if state requires a seal
	Commission expiration date <i>mm/dd/yyyy</i>	

Print name of authorized person first, middle initial, last			
Sign here. >	<table border="1"> <tr> <td>Signature of authorized person*</td> <td>Date <i>mm/dd/yyyy</i></td> </tr> </table>	Signature of authorized person*	Date <i>mm/dd/yyyy</i>
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Acknowledgement of signature:

On this, the \_\_\_\_ day of \_\_\_\_, 20 \_\_\_\_, before the undersigned, a notary public, personally appeared, satisfactorily proven to be the person whose name is signed to this instrument, and acknowledged that he/she executed the same for the purpose therein contained. In witness whereof, I hereunto set my hand and official seal.

Sign here. >

(name of person signing)

Notary > Sign here.	Signature of notary public	Notary seal if state requires a seal
	Commission expiration date <i>mm/dd/yyyy</i>	

Return ALL pages of this form, even if some sections are left blank.





## Submitting to Vanguard

Make a copy of the completed form for your records. This form must be signed by an authorized signatory on behalf of your firm.

Submit the completed, signed, and dated form to Vanguard via one of the methods below. If you're an existing web user, you may upload the form directly.

Fax: 484-582-2806

P.O. box address (all USPS mail)	>	Vanguard P.O. Box 982903 El Paso, TX 79932-2903
Street address (all FedEx or UPS mail)	>	Vanguard 5951 Lockett Court, Suite A3 El Paso, TX 79998

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