



# Electronic Bank Transfer Form

*Use this form to add a U.S. bank account to your Vanguard account so that you can easily move money between the bank account and your Vanguard account by electronic bank transfer.*

## How to get started

You may be able to add a bank online without having to use a form. Log in to your account at [vanguard.com](https://vanguard.com). From the menu, choose the **person icon** and select **profile & account settings**. Then select **banking** to add a new bank.

If you choose to submit this form to add a bank, you'll need to provide the following documentation:

- **A voided check, preprinted deposit slip, statement, or letter from the bank** (see Section 2). The bank must be a member of the ACH network.
- **Signatures of all Vanguard account owners (or their full agents) and bank account owners** (see Section 3). Check with the bank if you have questions about who must sign to provide authorization for this service. If the appropriate signatures aren't provided, the bank account may not be linked to your Vanguard account.

**Important:** If the name(s) on the Vanguard account and the bank account(s) aren't the same, all owners must have their signatures individually notarized.

## Mail the form to:

Vanguard  
P.O. Box 982901  
El Paso, TX 79998-2901

## For overnight delivery:

Vanguard  
5951 Lockett Court, Suite A1  
El Paso, TX 79932-1882

Allow approximately one week after we receive this form in good order for the bank account information to be added to your Vanguard account.

## Set up automatic transfers

Once you've received confirmation that the bank account has been linked to your Vanguard account, you can set up automatic transfers between the accounts. Simply log on to your account at [vanguard.com](https://vanguard.com). From the menu, choose the **person icon** and select **profile & account settings**, then either **automatic investment** or **automatic withdrawal**. If you need assistance, call us.

## Electronic Bank Transfer Document Checklist

Use the chart below to ensure that all required parties have signed the Electronic Bank Transfer form.

### Signatures

**All Vanguard and bank account owners/authorized signers must sign.** If there is not a common owner between the Vanguard account and bank account, then all signatures must be notarized.

### Common non-identical registration examples

Example	How to sign the form	Is a notary required?
There is an additional signer(s) on the external bank account <b>and</b> there is at least one common owner for both the Vanguard and the external bank account	All Vanguard and bank account owners must sign this form	No notary is required
The Vanguard account and the bank account have different registrations <b>and</b> there are no common owners/ authorized signers for the Vanguard and the external bank account	All Vanguard and bank account owners must sign this form	All signatures <b>must be</b> notarized



# Electronic Bank Transfer Form

Effective May 2025

**Questions?**  
Call 877-662-7447.

**Use this form** to add a U.S. bank account to your Vanguard account so that you can easily move money between the bank account and your Vanguard account by electronic bank transfer.

Print in capital letters and use black ink.

## 1. Vanguard account you're adding bank account information to

Only full agents can add bank information; limited agents aren't permitted.

**Note:** Vanguard may add the bank information to other accounts that list you as an owner, including any future accounts you open.

Vanguard account number *Enter eight or eleven digits*

### Account owner information

Name of Vanguard account authorized signer <i>first, middle initial, last</i>	
Last four digits of taxpayer ID number	Zip code

## 2. Bank account information

**You must provide this information.** >

Bank routing number <i>Enter all nine digits</i>	Account type <i>Check one</i> Checking      Savings
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### You must also provide the following:

*Please use the chart below to help identify what bank documentation is required.*

We do not accept starter checks, direct deposit forms, or alterations to supporting documents.

<b>Required documentation</b>	Provide <b>one</b> of the following: <ul style="list-style-type: none"> <li>• A voided check</li> <li>• A deposit slip</li> <li>• A bank account statement</li> <li>• Letter from your external bank that contains <b>all</b> of the following:                         <ul style="list-style-type: none"> <li>– Printed on bank letterhead</li> <li>– Full account registration</li> <li>– Full account number</li> <li>– Name(s) of the authorized signer(s) required to authorize debit and credit entries on behalf of the bank account</li> </ul> </li> </ul>
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*The documentation provided must show the full bank account number.*

*The documentation provided must show the name(s) of ALL bank account owners.*

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

### 3. Signatures

**All Vanguard and bank account owners/authorized signers must sign below.**

If the Vanguard account owners/authorized signers aren't the same as the bank account owners/authorized signers, everyone's signature must be notarized. If the signer's name on the bank account and the Vanguard account don't match exactly, the signer is required to sign with both names AND both signatures must be notarized (e.g., John Smith vs. John Smith Jr. or Jane Smith vs. Jane Smith-Jones).

**If I am/we are the owner(s)/authorized signer(s) of the Vanguard account, I/we:**

- Authorize The Vanguard Group, Inc., and/or Vanguard Marketing Corporation, and any affiliates of either (individually or collectively, "Vanguard"), to add the bank account information provided in this form to my/our Vanguard account(s).
- Authorize Vanguard to send redemption proceeds to the bank account identified in this form as I/we, or someone I/we have authorized, direct, or to secure payment by electronic bank transfer of amounts invested by me/us or someone I/we have authorized.
- Agree that Vanguard will not incur any loss, liability, cost, or expense for adding bank account information to my/our Vanguard account(s), or for sending money to, or taking money from, that bank account if directed to do so by me/us, or someone I/we have authorized.
- Understand that this authorization may be terminated by me/us at any time by written notification to Vanguard. The termination request will be effective as soon as Vanguard has had a reasonable amount of time to act upon it.

**If I am/we are the owner(s) and/or authorized signer(s) of the bank account, I/we:**

- Authorize The Vanguard Group, Inc., and/or Vanguard Marketing Corporation, and any affiliates of either (individually or collectively, "Vanguard") to make credit or debit entries ("ACH transactions") to my/our bank account at the direction of a Vanguard account owner or other authorized person.
- Authorize the bank to accept any such ACH transactions without responsibility for their correctness.
- Acknowledge that the origination of ACH transactions to my/our 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 as to Vanguard as soon as Vanguard has had a reasonable amount of time to act on it.
- Represent and warrant that I am/we are the owner(s) or authorized signer(s) of the bank account identified in this form, and that no other owner or authorized signer of the bank account is required to sign to authorize the initiation of ACH transactions to the bank account.

I acknowledge that I have read the information above.

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

### 3a. Vanguard account owner(s)

If you need more space for additional signatures and notarizations, provide an additional copy of this page.

If you're required to have your signature notarized, do NOT sign until you're in the presence of a notary public.

First name <i>required</i>	MI	Last name <i>required</i>	Suffix
Signature		Today's date <i>mm dd yyyy</i>	
X		M M - D D - Y Y Y Y	

**Notarization required only if the signers for the Vanguard account and bank account are different individuals.**

#### Acknowledgment of signature

The notarization must be dated within 30 days of receipt of this document by Vanguard.

State of	and	County of
On this, the      day of      , 20      ,		Name of individual:
has appeared before me, proven to be the person whose name is signed above and acknowledged that this authorization is their wish.		
Signature of notary public	Notary seal <i>if state requires seal</i>	
Commission expiration date <i>mm dd yyyy</i>		

If you're required to have your signature notarized, do NOT sign until you're in the presence of a notary public.

First name <i>required</i>	MI	Last name <i>required</i>	Suffix
Signature		Today's date <i>mm dd yyyy</i>	
X		M M - D D - Y Y Y Y	

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has appeared before me, proven to be the person whose name is signed above and acknowledged that this authorization is their wish.		
Signature of notary public	Notary seal <i>if state requires seal</i>	
Commission expiration date <i>mm dd yyyy</i>		

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

### 3b. Bank account owner(s)

If you need more space for additional signatures and notarizations, provide an additional copy of this page.

If you're required to have your signature notarized, do NOT sign until you're in the presence of a notary public.

First name <i>required</i>	MI	Last name <i>required</i>	Suffix
Signature X		Today's date <i>mm dd yyyy</i> M M - D D - Y Y Y Y	

**Notarization required only if the signers for the Vanguard account and bank account are different individuals.**

#### Acknowledgment of signature

The notarization must be dated within 30 days of receipt of this document by Vanguard.

State of \_\_\_\_\_ and County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Name of individual: \_\_\_\_\_  
has appeared before me, proven to be the person whose name is signed above and acknowledged that this authorization is their wish.

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