

CHECKLIST FOR SUBMITTING ELECTRONIC FUND TRANSFER (EFT)

Please ensure the following items are completed prior to submitting your EFT forms:

- Make sure the bank/routing number listed on the form matches the first 9 digits on the bottom left of your check/ deposit slip exactly.
- Make sure the account number listed on the form matches the check / deposit slip exactly. Please include any extra numbers reflected on the check/ deposit slip.
- Complete the form with the Qwest retiree's information (name, social security number, etc.), not the account holder.
- Make sure the name and address on the form matches the name and address PRINTED on the check/ deposit slip.
- Deposit slips submitted for deductions from Savings accounts must have the retiree's name and address printed on them. Deposit slips for checking accounts with altered account numbers are not acceptable.

John Bennett 111 Sundry Drive LaLa, CA 84564-001	5365 20
PAY TO THE ORDER OF _____	\$ _____
FINANCIAL INSTITUTION 456 MAIN STREET HOMETOWN, USA 12345	
FOR _____	
:123456789:	:12345678910: 5356
BANK NUMBER	ACCOUNT NUMBER
CHECK NUMBER	

EXAMPLE