



CHECK / WIRING INSTRUCTIONS

Please forward plan funds according to the instructions below and the applicable Service requested. **YOU MUST REFERENCE THE PLAN NAME AND/OR BENEPAY DISTRIBUTION ID TO AVOID PROCESSING DELAYS OR REJECTION OF FUNDS.**

Full Service (Check Plus), Payment Processing (Check Only), or Standard or Premier Default/Missing Participant IRA Service, Instructions are as follows:

CHECK

Payable To: ***PenChecks, Inc Employee Benefit Distribution Trust***
Mail To: PenChecks, Inc, P.O. Box 2669, La Mesa, CA 91943-2669
Memo / Reference: FBO Plan Name OR Name of Participant OR Distribution ID

WIRE / ACH

Bank: California Bank & Trust
Bank Address: 5500 Grossmont Center Drive
La Mesa, CA 91942
Bank ABA/Routing#: 122232109
Bank Account#: 0108423201
Memo / Reference: **FBO Plan Name OR Name of Participant OR Distribution ID**

Recurring Benefit Payments (Annuities), Instructions are as follows:

CHECK

Payable To: ***PenChecks, Inc Employee Benefit Distribution Trust***
Mail To: PenChecks, Inc, P.O. Box 2669, La Mesa, CA 91943-2669
Memo / Reference: FBO Plan Name OR Name of Participant

WIRE / ACH

Bank: California Bank & Trust
Bank Address: 5500 Grossmont Center Drive
La Mesa, CA 91942
Bank ABA/Routing#: 122232109
Bank Account#: 2010266011
Memo / Reference: **FBO Plan Name OR Name of Participant**

Stale Dated Checks / Missing Distributee Service check/wiring instructions as well as answers to other questions can be obtained by calling our Client Service Center toll free at 800-541-3938 or email us at info@penchecks.com.