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**

Missing Distributee Service (Stale Dated Checks), Instructions are as follows**:**

CHECK

Payable To:	***PenChecks Missing Distributees, LLC***
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#:	2010327411
Memo / Reference:	**FBO Plan Name OR Name of Participant**

Please call our Client Service Center with any questions toll free at 800-541-3938 or email us at info@penchecks.com.