Adding External Account:

1. Select the 'Add External Account' option under the 'Transfers & Activity' menu.
2. Enter your external 'Account Number'.
3. Select the 'Account Type' from the dropdown.
4. Enter the external 'Routing Number'.
5. Click on 'Continue'.

ADD AN EXTERNAL ACCOUNT

This form will enable you to request that an external account (an account you have at another financial institution) be linked for electronic transfers.

There are two steps in this process:
- **Step 1: Add Your Account**
- **Step 2: Verify Your Account**

Please input the routing number and your account number located on your check (see the sample check below). If you want to add a savings account, please contact your financial institution for the routing number that they use for savings deposits. Also verify if your account is eligible for ACH transactions as not all savings accounts allow for ACH transactions. If you have issues with your micro deposit showing up in your account, verify the routing number with the other financial institution as not all financial institutions have one routing number for all account types.

YOUR BANK

Step 1: Add Your Account

To begin, you will need to input the following information about the account you would like to add:
- Institution's Routing Number
- Your Account Number
- Account Type (checking or savings)

Once this information has been entered, click on the Continue button.
Two "micro" deposits will be generated and sent to your external account (typically within 5 business days). Micro deposits are random deposits in amounts less than $1. Once you have received these two micro deposits in your external account, make note of both amounts as you will need them later in step 2, the verification process.
- **Please Note:** Only domestic (U.S.) banks are allowed.
- If the micro deposits do not appear in your account within the specified timeframe, contact the other financial institution to verify that you are using the correct routing number as some institutions do not use a single number for all account types.

Account Number:

Account Type:

Checking

Routing Number:

Step 2: Verify Your Account

Once you receive the amounts of your micro deposits, please click here to enter the amounts and activate your external account.

[Continue]

6. A message that your 'request has been submitted' will display on the screen along with other instructions.
7. Check your external account for two small deposits.

NOTE: You will also see a debit for the total of the two small deposits to offset the transaction.

EXTERNAL ACCOUNT AUTHORIZATION

Your External Account request has been submitted.
Two small trial deposits will automatically be made to your External Account. It can take up to three business days for these deposits to appear in your External Account.

When you receive the two trial deposits in your External Account, choose "External Accounts" from the main menu in Online Banking and use the "Verify External Account Requests" option to verify your External Account. You will need to know the amounts of both trial deposits to verify your External Account.

You will not be able to make transfers to/from this External Account until the trial deposits have been verified.

Questions? Call our customer support.
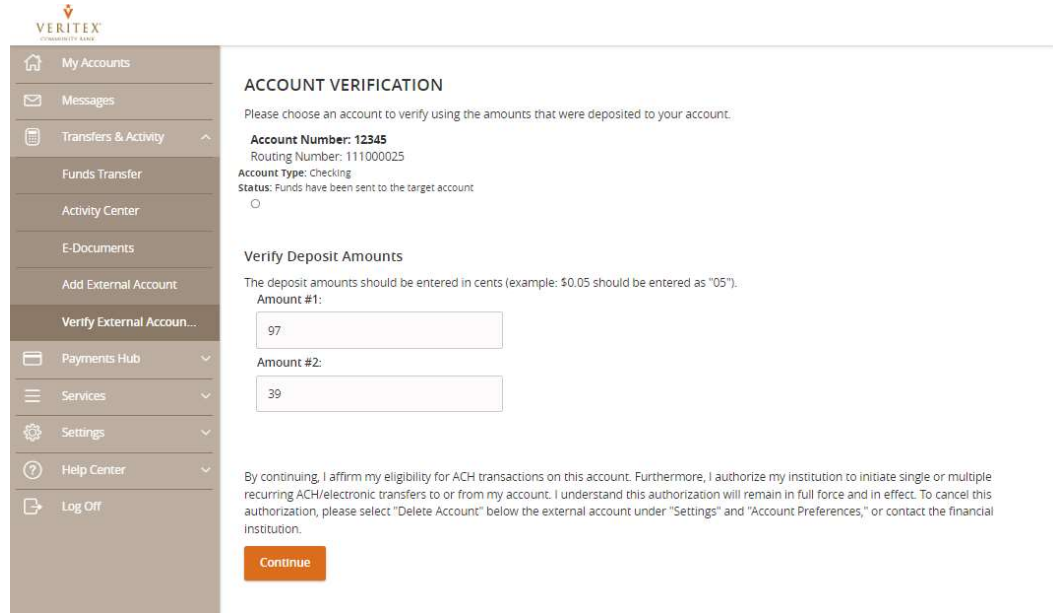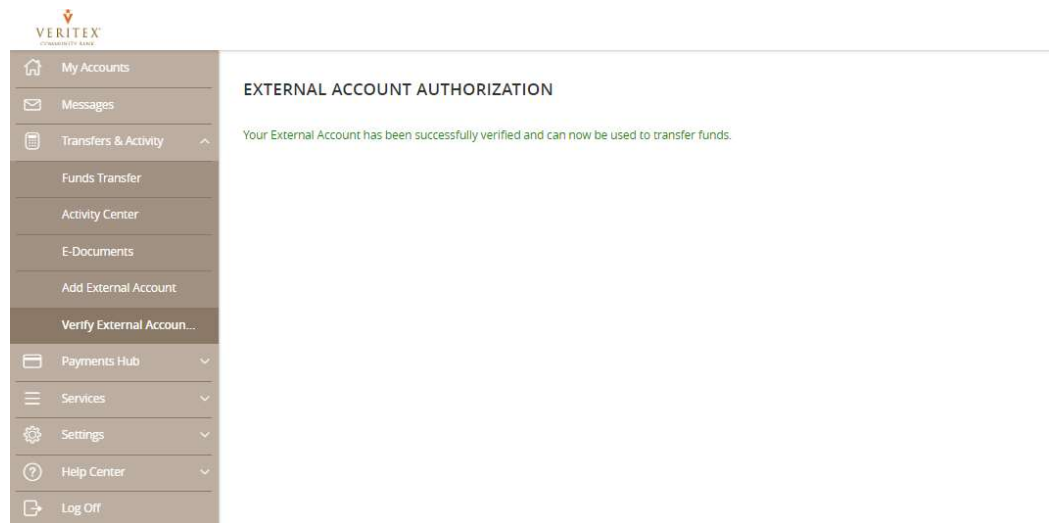Phone: 833-VERITEX (833-837-4839) or 469-443-9912

Verifying External Account

1. After receiving the two small deposits, select the 'Verify External Account' option under the 'Transfers & Activity' menu.

2. Select the external account you are wanting to verify.

3. Enter the 'Amounts' of the two small test deposits.

4. Click on 'Continue'.

NOTE: A message stating your external account has been successfully verified and can now me used to transfer funds will display on the screen.

Completing External Transfer

1. Select the 'Funds Transfer' option under the 'Transfers & Activity' menu.

2. Select a 'From Account' from the drop-down menu.

3. Select a 'To Account' from the drop-down menu.

4. Enter an 'Amount' for the transfer.

5. Select a 'Frequency' from the drop-down menu.

6. Select a 'Transfer Date' for the transfer.

7. Enter a 'Memo'. (Optional)

8. Click on the 'Draft' or 'Approve' button on the button depending on user rights.

9. Click on 'Authorize' to approve external transfer.

NOTE: There is a transfer limit of $5,000 per day.

Funds Transfer

From Account
EXTERNAL | External Checking *4374

To Account
Personal Checking xxxxxx0831 $4.50

Amount
$ 0.01

Frequency
One time transfer

Transfer Date
07/31/2020

Memo (optional)

[Draft]   [Approve]

External Account Authorization

I authorize my institution to initiate a single or multiple recurring ACH/electronic debits to my account in the following amount from the following account on the following date.

Amount $0.01
Date 7/31/2020
Routing Number 111310870
Account Number *4374
Account Type External Checking

I understand that this authorization will remain in full force and effect until I cancel this transaction through online or mobile banking. I understand that cancellation of the transaction is only permitted prior to processing of the transfer. To complete this transaction, click the "Authorize" button. Once authorized, there cannot be any changes or corrections. It is recommended that you print a copy of this authorization and maintain it for your records.

[Close]   [Print this Authorization]   [Authorize]

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912

Completing External Transfer

**10.** Select 'Secure Access Code' target.
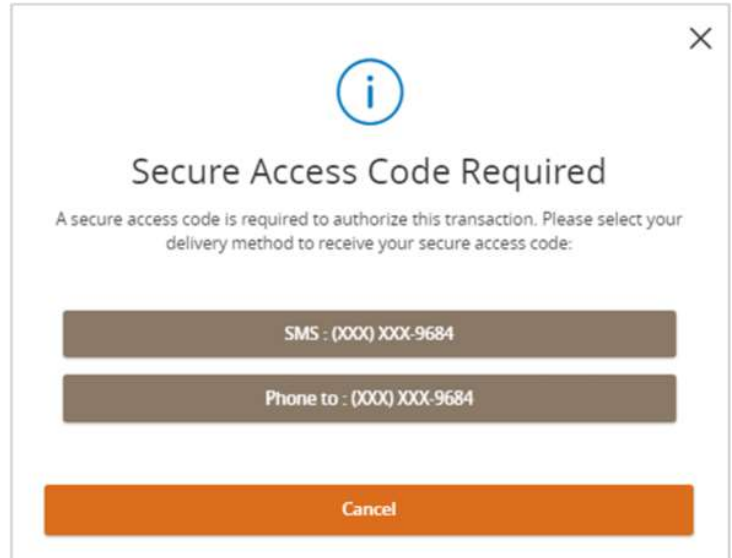
11. Enter a 'Secure Access Code' and click 'Verify'.
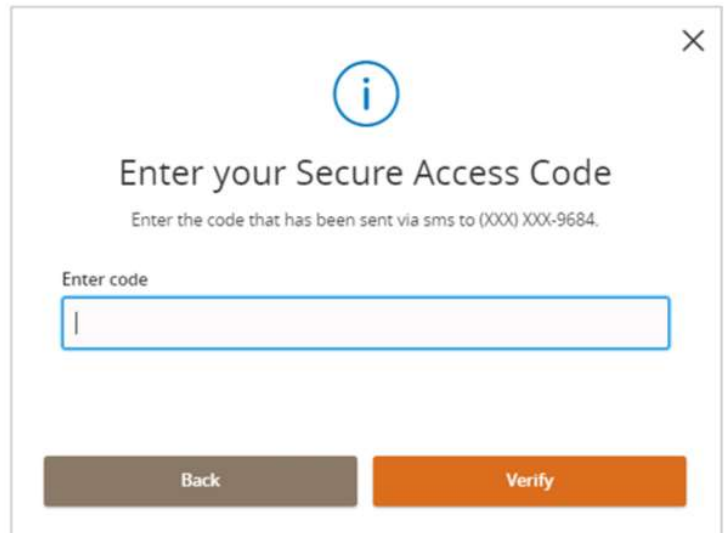
NOTE: 'Transaction Authorized' message will appear on screen.

12. Click on 'Manage Transfer' to see 'External Account Transfer' in the 'Activity Center' or 'Close' to go back to the 'Funds Transfer' screen.
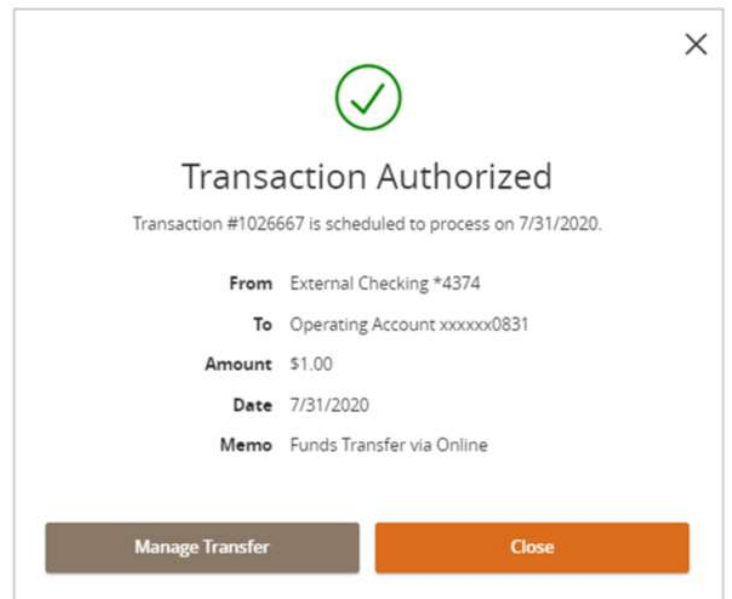
Questions? Call our customer support.
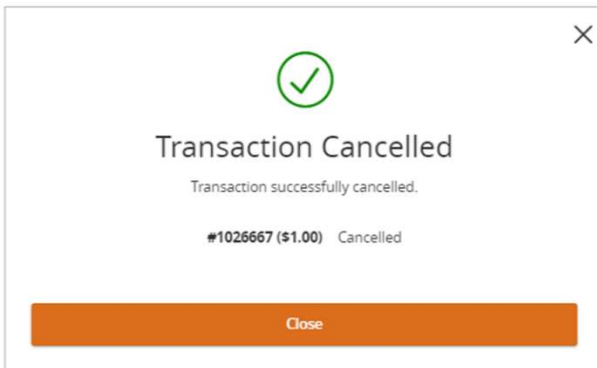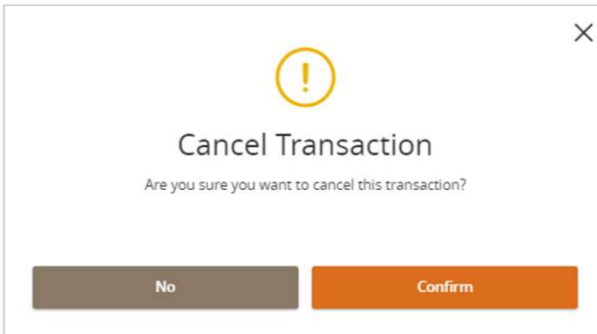Phone: 833-VERITEX (833-837-4839) or 469-443-9912

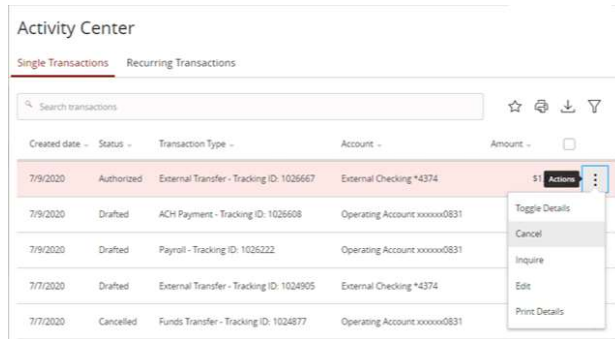NOTE: If you or ANY other user utilizes a 'Token' to approve 'Wires' or 'ACHs' you will use the same 'Token to approve 'External Account Transfer'.

If ANY other user has a 'Token' to approve 'Wires' or 'ACHs' and you DO NOT have a 'Token', a 'Token' must be issued to 'Approve' 'External Account Transfer'.
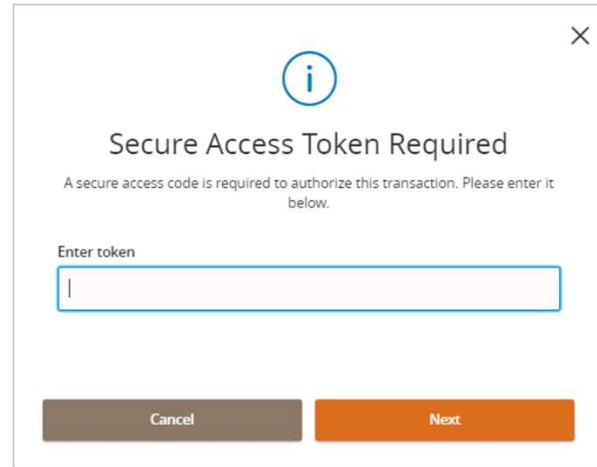
Canceling External Account Transfer

1. Select the 'Activity Center' option under the 'Transfers & Activity' menu.

2. Click on 'Actions' on the right side of the transaction

3. Select 'Cancel' from the drop-down menu.

4. A message confirming you would like to cancel external account transfer will display. Click on 'Confirm'.

5. A 'Transaction Cancelled' message will display on the screen. Click on 'Close'.

NOTE: The status of the external account transfer will change to 'Cancelled'

Questions? Call our customer support.
Phone: 833-VERITEX (833-837-4839) or 469-443-9912