

## Services - Add External Bank Account

### Enter your bank's account number, account type, and routing number

- Two small trial deposits, less than \$1 each, are sent to your external bank account (1 -3 business days)
- Enter trial amounts in AgPay to verify external bank account – bank account is available for immediate use

1

Select **Services** menu  
Choose **Add External Account**

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#### Step 1: Enter Your Bank Account Information:

- Account Number
- Account Type (checking or savings)
- Routing number

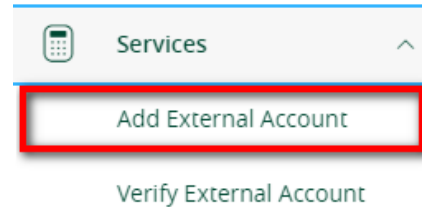
Wait up to three business days for trial deposits amounts to appear in your bank account.

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#### Step 2: Verify Your Bank Account:

- Select **Verify External Account** from **Services** menu
- Enter the two trial amounts
- Select **Continue**

Your bank account is now available!



#### 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. For your security, bank accounts added here are available only in AgPay.

#### 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.



#### 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 (Max length of 17 digits)
- 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 US 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:

Routing Number:

Account Type:

#### 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](#)

