

Pacific Investors Self-Deposits

To: All Pacific Investors Partners

From: Bruce Ellis, Managing Partner

If you have not yet done so, create your monthly Self-Deposit into our Fidelity account. You do so at your bank by creating a **"Recurring Bill Pay"** **for the 10th or 20th of the month** (weekends don't count) for your monthly deposit of **at least \$300, be sure to end the amount with the same number of cents as your PI Partner Number.** If your partner number is "01" and you want to have your deposit be "\$300.01". Check on our bivio web site, under **Accounting Reports**, with the report titled **"Member Contributions and Withdrawals"** for the current year, that you have made all your required deposits, **on the 10th or 20th of the month**, and that you have been credited for all of them.

Fidelity Account routing number: **101205681**. This routing number is also used for ACH transfers. Our Fidelity Account Number is: **39900000544885746** You may be asked for the zip code of Fidelity's address. Their address is: Fidelity Investments, PO Box 770001, Cincinnati, OH **45277-0003**. If you mail physical checks, be sure to have the account number included somewhere on it.

Two suggestions to avoid paying \$20 each month for not making your deposit on the 10th or 20th:

1. **ONE SOLUTION** is to set up a BECU account to transfer your funds from BECU to be received by Fidelity on the correct date. Your deposit must be received by Fidelity on the 10th or 20th of each month. Weekends don't count for this. **There are no restrictions on who can join BECU.**

2. **ANOTHER SOLUTION** for Pacific Investors Recurring Deposits

All deposits are to be made into our PI Fidelity account **on the 10th or 20th of the month**. **FOLLOWING THE STEPS BELOW SHOULD ENSURE THAT YOUR DEPOSITS ARE DEPOSITED ON THE CORRECT DATE. (WEEKENDS DON'T COUNT FOR THIS.)**

You already have an individual Fidelity account. You want to make sure your deposits go into our PI Fidelity account **on the 10th or 20th** to avoid being charged \$20 per month **and/or being dropped from PI**. To set up recurring deposits between your Individual Fidelity account and the PI Fidelity account you need to complete and submit a **Fidelity Standing Transfer Instructions form**. You want the money transferred from your Fidelity account into our **PI Fidelity Account (Number: X44885746)** **on the 10th or 20th**. You will need to put your **Fidelity Individual Account Number, Your Name, Signature, and Date** on the form, then present yourself with **the completed form and Photo ID (in person) with your signature** to receive a **Medallion Signature Guarantee** at a Fidelity Branch (**some local bank branches will do a Medallion Signature Guarantee for you, so check with them**). Then mail the completed form to the Lynnwood Fidelity branch at the address below.

Fidelity can print **their required Standing Transfer Instructions form** and mail it to you, or you can print it yourself: <https://www.fidelity.com/bin-public/060/www.fidelity.com/documents/customer-service/standing-transfer-instructions.pdf> I have been working with **Cortney Jones** at the Fidelity Lynnwood branch (her phone number is: 425-582-5255 ex. 53348). Their address is: 18825 33rd Avenue, Suite 200, Lynnwood, WA 98036. **You may request her to mail you the required form.**

When your **Standing Transfer Instructions** form is accepted by Fidelity, they will leave a message for you on your Fidelity account, and you can make recurring transfers from your Individual Fidelity account into the PI Fidelity account. You can call Fidelity at 1-800-343-3548 to initiate your recurring deposits via a Journal Transfer.

Your transfer amount **must end** with the number of cents equal to your Partner Number: For example, if your partner number is "01" your deposit would be: \$300.01. **Your failure to do so will result in you NOT receiving credit for your funds deposited. It also locks up our accounting system so WE CAN'T MAKE ADDITIONAL ENTRIES.** Monitor your deposits on Bivio under Accounting - Reports - Member Contributions and Withdrawals. Make sure that you have made your required deposits **on the 10th or 20th (weekends don't count for this)** and that you have been properly credited.