



## Electronic Funds Transfer (EFT) Financial Account Information

Please complete and then send this form to GuideOne Insurance:  
Fax to 800-304-4017 OR scan and attach to e-mail: [CommercialEFTChange@guideone.com](mailto:CommercialEFTChange@guideone.com)

**Policyholder Name:** \_\_\_\_\_

**Policy Number(s):** \_\_\_\_\_

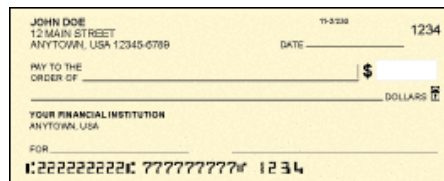
**Agent Number:** \_\_\_\_\_

**Commercial Lines:** *The monthly draft date will be the same as the effective date. (Attaching a voided check is recommended.)*

**Personal Lines:** The monthly draft day I choose is (Enter 1-28): \_\_\_\_\_

**Financial Institution:** \_\_\_\_\_

**Account Type:**  Checking  Savings



Routing  
Transit  
Number      Checking  
Account  
Number

**Institution Routing Transit Number: \*** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

\* (9 digit number between I: I: at bottom of check. Valid Routing number must start with 0, 1, 2, or 3)

Please note the page 2 reminder about safeguarding financial account information.

**Important Reminder for Agents Regarding Financial Account Information**

**PLEASE READ**

**Safeguarding Financial Account Information**

- If you retain bank or any financial account information (such as voided checks, deposit slips, credit card number, expiration date, card validation code, etc.) in your office for the purpose of making a payment to GuideOne on behalf of a GuideOne customer, it is recommended that this information be destroyed within 48 hours to reduce the risk of exposure due to theft, embezzlement or access by any unlawful means or person.
- If sensitive financial data is retained for 48 hours, it is recommended the data be kept under lock and key until disposal or encryption if electronically stored. Documents displaying non-encrypted sensitive financial data should be shredded and disposed of in a secure manner. In addition, restrict access for users on a need-to-know basis. Always leave discreet voicemail messages involving sensitive information. Training of office personnel on all of these procedures is recommended.