

## **Addendum 1B: Instructions for Depositing Additional Funds to Existing Accounts**

**Updated: July 2019**

Note: Account numbers will be provided upon request either by snail mail or by phone. They are not included here for security reasons. **Normal email is not considered sufficiently secure to include bank account numbers.**

### **1) Verify Account Numbers, Addresses & Names**

Contact the Pooled Funds Treasurer ( [PooledFundsTreasurer@neym.org](mailto:PooledFundsTreasurer@neym.org) ) to verify the names, addresses and account numbers for the transaction and that these are the current instructions. Also include the amount of the deposit so we can properly track the transaction and enter it in our accounts.

There are 2 ways to transfer the money to the Pooled Funds accounts – by check or by wire.

### **2A) By Check -**

Make check payable to the **NEYM of Friends Pooled Funds** with the account and sub-account information noted on the check.

Send the check with a cover letter stating that this for the New England Yearly Meeting of Friends Pooled Funds and include the NEYM Pooled Fund account number and your sub-account name and number to:

U.S. Bank  
Attn: Rachel Mullen  
425 Walnut Street PO Box 1118  
Cincinnati, OH 45202  
ML: CN-OH-W5IT

### **2B) By Wire -**

U.S. Bank, N.A.  
ABA : 091000022  
For Credit to Account << US Bank account # >>  
Account: U.S. Bank Trust Wire Account  
Attention: Rachel Mullen  
For further credit to account of: << NEYM Pooled Fund account # >>  
Account of: New England Yearly Meeting

International wires use SWIFT Code: USBKUS44IMT

If you have any concerns about this process, please contact the Clerk of the Board of Managers at:  
[neypooledfunds@neym.org](mailto:neypooledfunds@neym.org)