BULL RUN INVESTMENT MANAGEMENT
BRIM

CLIENT GUIDE

How to Deposit Checks into Your Schwab Account

Whether you receive a personal check, a payroll check, an insurance payout, or a distribution from another financial institution, there are two ways to get it into your Charles Schwab account: mail it, or deposit it from your phone. This guide walks through both.

Option 1. Mail your check to Schwab

Mail is the usual route when an employer, payroll provider, insurance company, or another institution issues a check that has to go to Schwab, and for recurring checks (payroll, pension, settlement payments) that you want deposited straight into your investment account.

1 Make sure the check is payable correctly

The check should be made payable to one of these:

- Your full legal name, matching the name on your Schwab account, or
- **Charles Schwab & Co., Inc.**, with your account number written on the check.

For an IRA contribution, make it payable to:

> **Charles Schwab & Co FBO: [Your Full Name] IRA #[8-digit Schwab account number]**
>
> Example: “Charles Schwab & Co FBO Jane Smith IRA #1234-5678.” FBO means “for the benefit of.” Write the tax year in the memo line, such as “2026 IRA Contribution” or “2026 Roth Contribution.”

2 Endorse the back of the check

Sign the back exactly as your name appears on the front. Below your signature, write:

> **“For Deposit Only to Charles Schwab Account #XXXX-XXXX”**
>
> Replace XXXX-XXXX with your 8-digit Schwab account number. If the check is from an insurance, escrow, or title company, every person named on the payee line must endorse it.

3 Write your account number on the front

In the memo line, write your 8-digit Schwab account number. That is how Schwab routes the deposit to the right account, with or without a deposit slip.

4 Mail the check to Schwab

Use the address for your state of residence. A deposit slip speeds things up but is not required.

East — residents of AL, AR, CT, DC, DE, FL, GA, IL, IN, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WI, WV

Charles Schwab & Co., Inc. · P.O. Box 2339 · Omaha, NE 68103

Overnight: 200 S. 108th Ave., Omaha, NE 68154

West — residents of AK, AZ, CA, CO, HI, IA, ID, KS, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, WY

Charles Schwab & Co., Inc. · P.O. Box 982600 · El Paso, TX 79998-2600

Overnight: 1945 Northwestern Drive, El Paso, TX 79912-1108

Do not mail checks to a branch.

5 Tell us it is on the way

Once the check is mailed, let us know so we can watch for the deposit and confirm when the money arrives. Mailed deposits take several business days.

When would I use mail?

Many clients use mail when their employer or payroll provider sends checks directly to Schwab. If your company issues bonuses, commissions, or pension distributions as paper checks, give your HR or payroll department the mailing address above, your Schwab account number, and the payee format, and they can send the checks straight to Schwab. The same applies to recurring insurance payouts, legal settlements, and distributions from other retirement accounts.

Option 2. Schwab Mobile Deposit

Schwab Mobile Deposit lets you deposit a check from your phone. It works for Schwab brokerage accounts, IRAs, and Schwab Bank Investor Checking and Savings accounts. It does not work for an Individual 401(k) or a company retirement account; those use the mail route above.

1 Download the Schwab Mobile app

Get **Schwab Mobile** from the App Store or Google Play and log in with your Schwab credentials. The first time, you may need to apply for Mobile Deposit inside the app. Approval is usually quick.

2 Prepare the check

The check should be payable to your name (matching your Schwab account) or to Charles Schwab & Co., Inc. with your account number. Endorse the back by signing and writing:

“For Deposit Only” — Charles Schwab Account #XXXX-XXXX

For an IRA deposit, note the contribution year in the memo, such as “2026 Roth Contribution.”

3 Deposit through the app

- Tap **Deposit** from the Accounts page, or open **More**, then **Transfer & Pay**, then **Deposit Checks**.
- Pick the account type (Brokerage, IRA, or Bank), then the account.
- Enter the dollar amount of the check.
- Take clear photos of the front and back when prompted.
- For an IRA, choose the contribution year when asked.
- Review everything and tap **Submit**.

4 After you deposit

- Write “ELECTRONICALLY PRESENTED” on the front of the check once it posts.
- Keep the check for 14 days after it posts, then destroy it.
- Deposits before 4:00 PM local time on a business day usually post the same day. Later, or on a weekend or holiday, they post the next business day.
- Check status under the **Deposit Status** tab in the app.

Schwab’s own walkthrough, with a video, is at schwab.com/content/how-to-mobile-deposit.

Quick reference: how to write the check

Scenario	Make the check payable to	Memo and notes
Personal check to a brokerage account	Your full name, or Charles Schwab & Co., Inc.	Account number in the memo line.
IRA contribution	Charles Schwab & Co FBO [Your Name] IRA #XXXX-XXXX	Tax year in the memo, such as “2026 IRA Contribution.”
Roth IRA contribution	Charles Schwab & Co FBO [Your Name] IRA #XXXX-XXXX	Tax year in the memo, such as “2026 Roth Contribution.”
Payroll or employer check	Your full name	Account number in the memo; endorse the back with the account number.
Individual 401(k) contribution	Charles Schwab & Co., Inc.	Account number and “2026 401(k) employee contribution” in the memo. See the Individual 401(k) guide.
401(k) rollover check	See the 401(k) Rollover Instructions	Different process. The check comes from your old plan, not from you.

How to endorse the back of the check

[Your signature]

“For Deposit Only”
“Charles Schwab Account #XXXX-XXXX”

Replace XXXX-XXXX with your 8-digit Schwab account number.

Questions?

If you need help with a check, or want us to confirm the payee line before you send it, call or email.

info@bullrunim.com · (703) 344-6844 · bullrunim.com

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