Transferring Funds Through ACH

1. Go to “Funds/Account Transfer” > “Transfer Cash”.

2. Fill out transfer information.
   - Deposit Funds from your Bank Account to SogoTrade Account
   - Withdraw Funds from your SogoTrade Account to Bank Account

3. Please read Special Reminder.
Deposit Funds from your Bank Account to SogoTrade Account

1. System default selected “ACH Deposit”, please fill out the following transfer information.

   - **Amount**: Enter the amount you would like to deposit from your bank account (Maximum $50,000 daily).
   - **From**: Select your bank account from the drop-down list.
   - **Initiate ACH on**: Default on the same business day.
   - **Frequency**: Default as One Time, can be changed to multiple times and setup as recurring transfer.
   - **Memo (Optional)**: For your own record, it will not show on the transfer instruction.

2. Once make sure all information is correctly filled out, click “Continue”.

![Deposit Funds from your Bank Account to SogoTrade Account](image-url)
3. The page will display the transfer information you filled out. Please review and confirm your transfer details. If correct, click “Submit” to continue; Or click “Cancel” to return to the transfer request page.

4. If the submission is successful, the page will display “Request Submitted Successfully.” You can screenshot this page for future reference.
Withdraw Funds from your SogoTrade Account to Bank Account

1. System default pre-selected “ACH Deposit”, please change it to “ACH Withdrawal”.

2. Fill out the transfer information.
   - **Amount**: Enter the amount you would like to withdraw from your SogoTrade account (Maximum $50,000 daily).
   - **To**: Select your bank account from the drop-down list.
   - **Initiate ACH on**: Default on the same business day.
   - **Frequency**: Default as One Time, can be changed to multiple times and setup as recurring transfer.
   - **Transfer Reason**: Mandatory if amount ≥ $10,000.

3. Once make sure all information is correctly filled out, click “Continue”.

![Screen Shot of ACH Transfer Interface](https://example.com/screenshot.png)
5. The page will display the transfer information you filled out. Please review and confirm your transfer details. If correct, click “Submit” to continue; Or click “Cancel” to return to the transfer request page.

6. If the submission is successful, the page will display “Request Submitted Successfully.” You can screenshot this page for future reference.
**Special Reminder:**

1. Funds transfer cutoff time is 2:00pm CT. Any requests that is yet processed or submitted after cutoff time will process on the next business day. Bank holiday do not consider as business day.

2. SogoTrade do not accept any 3rd party transfer. All funds withdrawal request recipient name will be defaulted as SogoTrade account holder’s name.

3. Please double check your transfer information. Make sure all information is correctly filled out and your bank account is valid. Any unsuccessful transfer will be charged for USD$30 returned fee. SogoTrade is not responsible for the fees charged by the bank.

4. Funds deposit via ACH will be credited to the account in 1-3 business days.

5. Funds deposit via ACH must maintain in SogoTrade account for full 5 business days before withdrawal.

6. Funds deposited via ACH transfer within 60 days must transfer back to the same bank via ACH. It cannot be withdrawn via Wire or Check.

7. Cancelling approved transfer request will be subjected to USD$30 processing fee.

8. IRA accounts withdrawal must fill out distribution form. Form is available in form center. Once complete, please print out, physically sign form and email it to maintenance@sogotrade.com.