



# Consumer FAQs

[northerntrust.com](https://www.northerntrust.com) | Member FDIC

### 1. What is Zelle®?

Zelle® is a fast, safe and easy way to send and receive money with friends, family and others you trust, even if they bank somewhere different than you.<sup>1</sup> All you need is your recipient's email address or U.S. mobile number and money will be sent directly from your account to theirs in minutes.<sup>1</sup> No account numbers are shared.

### 2. How do I use Zelle®?

You can send, request, or receive money with Zelle®. To get started, log in to Private Passport, select "Payments" and then choose "Send money with Zelle®".

To send money using Zelle®, simply select someone from your mobile device's contacts (or add a trusted recipient's email address or U.S. mobile number), add the amount you'd like to send and an optional note, review, then hit "Send." The recipient will receive an email or text message notification via the method they used to enroll with Zelle®. Money is available to your recipient in minutes if they are already enrolled with Zelle®.

To request money using Zelle®, choose "Request," select the individual from whom you'd like to request money, enter the amount you'd like, include an optional note, review and hit "Request". If the person you are requesting money from is not yet enrolled with Zelle®, you must use their email address to request money. If the person has enrolled their U.S. mobile number, then you can send the request using their U.S. mobile number.

To receive money, just share your enrolled email address or U.S. mobile number with a friend and ask them to send you money with Zelle®. If you have already enrolled with Zelle®, you do not need to take any further action. The money will be sent directly into your Northern Trust account, typically within minutes.

If someone sent you money with Zelle® and you have not yet enrolled with Zelle®, follow these steps:

- a. Click on the link provided in the payment notification you received via email or text message.
- b. Select Northern Trust.
- c. Follow the instructions provided on the page to enroll and receive your payment. Pay attention to the email address or U.S. mobile number where you received the payment notification — you should enroll with Zelle® using that email address or U.S. mobile number to make sure you receive your money.

### 3. Is my information secure?

Keeping your money and information safe is a top priority for Northern Trust. When you use Zelle® within our mobile app or via online banking, your information is protected with the same technology we use to keep your Northern Trust bank account safe.

### 4. Who can I send money to with Zelle®?

Zelle® is a great way to send money to family, friends and people you are familiar with such as your personal trainer, babysitter or neighbor.<sup>1</sup>



Since money is sent directly from your Northern Trust bank account to another person's bank account within minutes,<sup>1</sup> Zelle® should only be used to send money to friends, family and others you trust.

If you don't know the person or aren't sure you will get what you paid for (for example, items bought from an online bidding or sales site), you should not use Zelle®. These transactions are potentially high risk (just like sending cash to a person you don't know is high risk).

**5. Can I pay a small business with Zelle®?**

Some small businesses are able to receive payments with Zelle®. Ask your favorite small business if they accept payments with Zelle®. If they do, you can pay them directly from the Private Passport app or via online banking using just their email address or U.S. mobile number.

**6. I believe I've been a victim of a scam. Who should I contact?**

Please contact our Online Service Center at 888-635-5350. Qualifying imposter scams may be eligible for reimbursement.

**7. Does Northern Trust or Zelle® offer purchase protection?**

Neither Northern Trust nor Zelle® offers purchase protection for payments made with Zelle® — for example, if you do not receive the item you paid for, or the item is not as described or as you expected. Only send money to people and small businesses you trust and always make sure you've used the correct email address or U.S. mobile number when sending money.

**8. Can I use Zelle® internationally?**

In order to use Zelle®, the sender and recipient's bank or credit union accounts must be based in the U.S.

**9. Can I reverse or cancel a payment?**

Zelle® payments cannot be reversed.

You can only cancel a payment if the person you sent money to hasn't yet enrolled with Zelle®. To check whether the payment is still pending because the recipient hasn't yet enrolled, you can go to your Activity page, choose the payment you want to cancel and then select "Cancel This Payment." If you do not see this option available, please contact our Online Service Center at 888-635-5350 for assistance with canceling the pending payment.

If the person you sent money to has already enrolled with Zelle® through their bank or credit union's mobile app or via online banking, the money is sent directly to their bank account and cannot be canceled. This is why it's important to only send money to people you know and trust, and always make sure you've used the correct email address or U.S. mobile number when sending money.

If you sent money to the wrong person, please immediately call our Online Service Center at 888-635-5350 so we can help you.



U.S. and Canada — 888-635-5350

Outside U.S. and Canada — 312-557-5900

**10. Are there any fees to send money using Zelle®?**

No, Northern Trust does not charge any fees to use Zelle® in the Private Passport app or via online banking.

Your mobile carrier's messaging and data rates may apply.

**11. Are there any limits for sending and receiving money with Zelle®?**

The amount of money you can send, as well as the frequency, is set by each participating financial institution. To determine Northern Trust's send limits, call our Online Service Center at 888-635-5350.

At Northern Trust there are no limits to the amount of money you can receive with Zelle®. However, remember that the person sending you money will most likely have limits set by their own financial institution on the amount of money they can send you.

**12. What if I want to send money to someone whose bank or credit union doesn't offer Zelle®?**

You can find a full list of participating banks and credit unions live with Zelle® [here](#).

As of March 31, 2025, all users must be enrolled through one of the more than 2,200 banks and credit unions that offer Zelle® in order to send and receive money. The list of participating financial institutions is always growing. If their bank or credit union is not listed, we recommend you use another payment method at this time.

**13. How do I use a Zelle® QR code?**

To locate your Zelle® QR code, log in to the Private Passport app click "Send Money with Zelle®". Next, go to your "Zelle® Settings," click "Zelle® QR Code" and your QR code will be displayed under "My Code". From here, you can view your QR code and use the print or share icons to text, email or print your Zelle® QR code. To receive money, share your Zelle® QR code.

To send money, log in to the Private Passport app, click "Send money with Zelle®", choose "Send," then click on the QR code icon displayed at the top of the "Select Recipient" screen. Once you allow access to your camera, simply point your camera at the recipient's Zelle® QR code, enter the amount, hit "Send" and the money is on the way! When sending money to someone new, it's always important to confirm the recipient is correct by reviewing the displayed name before sending money.



<sup>1</sup> To send or receive money with Zelle®, both parties must have an eligible checking or savings account. Transactions between enrolled users typically occur in minutes.

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