

Pershing Account Transfers

No matter what kind of transfer is involved, please submit a full statement dated within the last year. A full statement gives Harbour and Pershing the ability to tell what kind of transfer is involved and with whom. The more recent the statement, the better. Pershing needs to see what kind of assets are transferring in and whether they can hold them.

Section I

Section I spells out where the assets are transferring to. The Pershing account number for the receiving account along with the social security numbers of all parties on the account should be listed. The account type code should also be filled in with the proper code for the receiving account.

Section II

Section II is for the delivering account information. The clearing number is used for ACAT eligible transfers but it is not necessary for the Rep to fill in. The Account Number, Account Title and Delivering Firm information should all be filled in and can be found on the client's most recent statement. The right side of Section II is only necessary for NON-ACATs, DRS/DRIP transfers, and Retirement CD transfers.

Section III

The following explains which box to check for the type of transfer you are requesting.

ACAT

ACAT's are for FULL in-kind transfers from brokerage accounts at ACAT eligible firms only. ACAT eligible firms have their own 4-digit DTC number used to electronically transfer the assets. If there are any liquidations involved with an ACAT eligible firm transfer request, the liquidations must occur prior to submitting the transfer request. Do NOT submit a transfer request as a Non-ACAT with liquidations at an ACAT eligible firm. Pershing will NOT process transfer requests that involve liquidation requests for ACAT eligible firms.

NON-ACAT

Non-ACAT's are for partial transfers, transfers from firms that are not ACAT eligible (certain broker/dealers, local banks, Annuity company's..) or mutual fund company transfers that require liquidation. Non-ACAT's must have original paperwork submitted to Pershing. The right side of section II and all of section IV must be filled in for Pershing to process your request. In section IV, the share amount, asset description, CUSIP or symbol and account number must be filled in completely to process. The exception is for annuities for which CUSIP/Symbol area is not necessary. If you are liquidating an annuity, you may need paperwork from the annuity company to do the liquidation. Some companies require it, others do not. Call the annuity company to confirm.

Internal Transfers

Internal transfers are for when the client already has an account at Pershing with another Broker/Dealer and is transferring to Harbour Investments. If you are doing a partial internal transfer, section IV must be completed.

Direct Mutual Fund

Direct Mutual Fund transfers are for transfers in-kind from mutual fund companies. You can tell if the assets are held at the fund company by looking at the statement and the fund company has its name or logo listed somewhere at the top of the statement separate from everything else. If there are any liquidations involved, it is no longer a Direct Mutual Fund transfer. Submit the transfer as a NON-ACAT (see the NON-ACAT for complete instructions).

DRS/DRIP (Direct Registration System/Dividend Re-Investment Plan)

DRS/DRIP are transfers of stocks held with transfer agents. All of Section II and Section IV must be completed. Some DRS/DRIP transfer requests will come over in certificate form and will require a stock power. Most do not require it, but some do. It depends on the transfer agent.

Retirement Plan CD Instructions

This is used to designate how to transfer in a retirement account CD held at a bank. Check a box for whether you want the CD liquidated immediately and transferred or transfer the proceeds at maturity and list the maturity date. All of Section II and Section IV need to be completed.

Section IV

Section IV is used to describe what you want to transfer in to the account. Please refer to the instructions in the previous section on whether you need to fill this in.

Section V

The only thing necessary to do in Section V is check the box "Pershing accepts appointment as successor custodian" if you are transferring a Qualified account. Otherwise, nothing is needed in Section V.

Section VI

Fill in the Representative information and have the client/clients sign and date the form.