

How To Use The Broker Dealer Change Form

The Broker Dealer Change Form is used to instruct an Investment Company to change the Representative and Broker Dealer for a client's account. A New Account Form must be on file before a Broker Dealer Change Form can be executed. One form is to be completed for each Investment Company where the client has accounts. When possible, include a current statement from the Investment Company. The form will not work at wire houses or other firms that use "captive" account structures. Merrill Lynch and Linsco Private Ledger are examples of companies where this form will not be accepted. If you want to take over an account at one of the wire houses or other captive company, an ACAT transfer to Pershing or Wedbush might work, or you can "De-Network" the account to the fund or insurance company that issues the product. If you are unsure of which route to go, please feel free to call Harbour's home office for ideas and options.

To fill out the Broker Dealer Change Form, it is important to know where the investment is being held. The **Distributor Name** is the name of the company where the investment is being held (ie: American Funds). The **Distributor Address** is the address to which the form should be sent. You may need to call the company to find out where they want the form sent. The **Date** should be the date that the client signs the form. The **Client's Name** should be the same as the account is titled, and **Client's Address** should be filled in as their present address.

The form can be used for only one company, but can be used for multiple accounts at that company. This means that on the **Client's Account #** line, you can list all of the accounts the client has at that company. You can also list each **Fund** the client owns at that company, or you can write "ALL" if you are taking over all of the funds for that particular company.

The client needs to sign the form on the line that is labeled **Client's Signature**. Keep in mind that all account owners must sign if it is a joint account, and all trustees must sign if it is a trust account.

One of the essential parts of the form is to make sure you put your name and address on the form. Your name goes on the **Change Representative To:** line. Your representative number and your branch number are both the same number, so that number should be written on the **Branch/Representative Number:** line. You can also put your office address on the **Branch Address:** line.

There is a way to reduce the amount of work entailed for this form. You can put your name, rep number and branch address on the form and then copy it a few times for future use. If you are using the downloadable form, you can input your name and address and then save the form with your information on it.

The form is now complete and can be sent to Harbour for a principal to sign and send on to the distributor.