

How To Use The De-Networking Form

The De-Networking Form is used to move nonqualified mutual funds from brokerage accounts to the product sponsor. For IRAs, and other qualified accounts, the product sponsor's transfer form must be used.

To move funds to the product sponsor from a brokerage account, you first must open an account at the product sponsor. To do this, an application will be required. Once the account is open at the product sponsor, the De-Networking Form can be sent to the company where the brokerage account is being held. They will then send the shares "In-Kind" to the product sponsor.

The way this works with Harbour Investments is that the rep will send in an application to the product sponsor, and a copy to Harbour. The rep will then follow up with the sponsor company to make sure the account gets opened, then write the new account number on the De-Networking Form and send it to Harbour for a Signature Guarantee. Harbour will send it to the brokerage company and the rep will follow up with the sponsor company to make sure the funds are transferred.

The client already owns the shares and they are not buying anything new, so a Liquidation Form is not required, but a Mutual Funds Letter of Understanding is required to cover us under Reg BI.

To fill out the form, start at the top with the current name and address of the **Brokerage Firm**. Then fill in the **Date**, the **Client's Name(s)** and the **Client's Address**. Then, fill in the **Account# of the brokerage account**.

The form is designed to move **All** or just **Some** of the funds, so you'll need to mark one of those choices, and then list all of the funds you want to move. You may also request all or some of the cash in the brokerage account be moved to the product sponsor. You should then list the product sponsor name and add the **Account#** once the account has been opened.

Once your client(s) signs the form, you can submit it to Harbour for processing. Please keep in mind that all of the owners of the account must sign the form in order for the brokerage company to act on the instructions. Once Harbour receives all of the paperwork, we will Signature Guarantee the form before we forward it to the brokerage firm. Attaching a current statement is strongly encouraged so the brokerage firm knows which account you want to move. You will need to ensure sufficient cash is available in the brokerage account for closing and/or transfer fees.