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## Brokerage New Account Form Requirements (Domestic Accounts)

This document is meant to act as a general guideline as to certain requirements necessary to open specific accounts. Pershing Advisor Solutions may require additional information or documentation in order to perform its review of prospects, clients and/or their accounts.

The New Accounts Requirements document is an easy reference tool that can be used to determine fundamental information to open accounts. All necessary documentation is listed next to each account registration type along with its Keyword(s) in the Forms Center on NetX360®. If a required form is a Pershing Advisor Solutions form, you can locate it by using the Keyword search functionality in the Forms Center via NetX360. Navigate to Forms Center by clicking Tools>Resources>Forms Center. To find a specific form, please enter the listed Keyword when starting your search.

**NOTE: The Pershing Advisor Solutions Account Application and Agreement is required for all account types mentioned unless otherwise noted. For standard Registered Investment Advisor ("RIAs"), Keyword is "NAFM". For Turn-Key Asset Management Providers ("TAMPs"), Keyword is "Managed". Special note: Beneficial owners must be disclosed at the time of account opening and on an ongoing basis regardless of entity type.**

| Retirement Account Types | Required Forms and Special Instructions |
|---|---|
| 403(b)(7) | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ 403(b)(7) Custodial Agreement (Keyword: 403b)<br>☐ 403(b) Information Sharing Agreement (Keyword: 403b) |
| 5305 SEP<br>(5305 Simplified Employee Pension Plan) | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Traditional IRA Custodial Account Agreement (Keyword: Adoption) |
| Coverdell Education Savings | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ ESA IRA Adoption Agreement and Plan Document (Keyword: Education) |
| Guardian Individual Retirement (IRA) | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Traditional or Roth IRA Custodial Account Agreement (Keyword: Adoption) |
| Guardian SIMPLE IRA | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ SIMPLE IRA Custodial Account Agreement (Keyword: Simple)<br>☐ Form 5304- SIMPLE (Keyword: Simple) |
| Inherited Roth IRA | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Inherited Roth IRA Custodial Account Agreement (Keyword: Inherited) |
| Inherited SIMPLE IRA | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ SIMPLE IRA Custodial Account Agreement (Keyword: Simple)<br>☐ Form 5304 SIMPLE (Keyword: Simple) |
| Inherited Traditional IRA | ☐ Pershing Advisor Solutions Accounts Application and Agreement<br>☐ Inherited Traditional IRA Custodial Account Agreement (Keyword: Inherited) |

| Retirement Account Types | Required Forms and Special Instructions |
|---|---|
| Non-Pershing Retirement Account*<br>**Pershing is not the Custodian* | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Trustee Certification Powers (Keyword: Trustee)<br>☐ Know Your Customer Profile-Entity (Keywords: KYC) if a non-ERISA retirement plan.<br>*NOTES: Non-Pershing Retirement accounts are opened as retail accounts on our books and records. Please note Pershing is not responsible for any IRS reporting. For chain owners, where any of the record owners are entities or trusts, provide documentation to identify the applicable beneficial owners for each layer.* |
| Participant Roth IRA | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Roth IRA Custodial Account Agreement (Keyword: Roth) |
| Participant SIMPLE | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ SIMPLE IRA Custodial Account Agreement (Keyword: Simple)<br>☐ Form 5304-SIMPLE (Keyword: Simple) |
| Prototype SEP | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Traditional IRA Custodial Account Agreement (Keyword: Adoption)<br>☐ SEP Prototype Adoption Agreement (Keyword: Prototype SEP Plan Kit)<br>*NOTE: The SEP Prototype Adoption Agreement is to be completed by Plan Sponsor.* |
| Qualified Retirement Plan ("QRP"): Individual (k), 401(k), Profit Sharing Plan, and Money Purchase Plan | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Employee Data Worksheet (Keyword: Worksheet)<br>☐ Qualified Designation of Beneficiary* (Keyword: QRP)<br>*NOTE: QRP Documentation must be completed through Ascensus prior to submitting the above paperwork to Pershing Advisor Solutions.*<br>**Not required if omnibus account.* |
| Rollover IRA | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Traditional or Roth Custodial IRA Custodial Account Agreement (Keyword: Adoption) |
| Spousal Regular Roth IRA | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Roth IRA Custodial Account Agreement (Keyword: Roth) |
| Traditional IRA | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Traditional IRA Custodial Account Agreement (Keyword: Adoption) |
| Traditional Spousal IRA | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Traditional IRA Custodial Account Agreement (Keyword: Adoption) |

| Non-Retirement Account Types | Required Forms and Special Instructions |
|---|---|
| 529 Plan | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ 529 Account Application (Addendum) (Keyword: 529) |
| Cash on Delivery/Delivery vs. Payment/Receive vs. Payment (COD/DVP/RVP) | ☐ Settlement (COD) Account Agreement<br>☐ Applicable supporting documentation based on account type |
| Conservatorship | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Court Appointed Document |
| Corporation | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Entity Certification of Powers (Keyword: Entity)<br>☐ Articles/Certificate of Incorporation<br>☐ Know Your Customer Profile-Entity (Keyword: KYC)<br>*NOTES: For chain owners, where any of the record owners are entities or trusts, provide documentation to identify the applicable beneficial owners for each layer. Ensure the exempt payee code is entered in W9 Certification section for C Corp classification.* |
| Estate Account | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Death Certificate<br>☐ State Tax Waiver (if applicable)<br>☐ Letters of Testamentary of Court Appointment (dated within 60 days with visible court seal)<br>☐ Affidavit of Domicile, notarized |
| Foundations and Nonprofit Organizations | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Formation documents/charter<br>☐ Entity Certification of Powers (Keyword: Entity)<br>☐ Proof of 501(c)(3) status (Acceptable items are confirmation letter from IRS, copy of tax return or filed IRS Form-1023)<br>☐ Know Your Customer Profile-Entity (Keyword: KYC)<br>*NOTES: Control person information is required for non-profit accounts. Beneficial owners are not required. Ensure the exempt payee code is entered in W9 Certification section.* |
| Individual | ☐ Pershing Advisor Solutions Account Application and Agreement |
| Joint (all tenancies) | ☐ Pershing Advisor Solutions Account Application and Agreement |

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| Non-Retirement Account Types | Required Forms and Special Instructions |
|---|---|
| LLC (Limited Liability Company) Individual Single Member LLC | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Entity Certification of Powers (Keyword: Entity)<br>☐ Certificate of Formation<br>☐ Operating Agreement<br>☐ Know Your Customer Profile-Entity (Keyword: KYC)<br>*NOTES: For chain owners, where any of the record owners are entities or trusts, provide documentation to identify the applicable beneficial owners for each layer. Ensure the exempt payee code is entered in W9 Certification section for C Corp classification.* |
| Partnership | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Partnership Certification of Powers (Keyword: Partnership)<br>☐ Certificate of Limited Partnership (LP) (state certificate)<br>☐ Title and all signature pages of Partnership Agreement. If any partners have been removed or added, any amendment that reflects the current partner(s)<br>☐ Know Your Customer Profile-Entity (Keyword KYC)<br>*NOTE: For chain owners, where any of the record owners are entities or trusts, provide documentation to identify the applicable beneficial owners for each layer.* |
| Sole Proprietorship | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Certification of Sole Proprietorship |
| Statutory Trust | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Trustee Certification Powers (Keyword: Trustee)<br>☐ Know Your Customer Profile-Entity (Keyword KYC)<br>☐ Title and all signature pages of Trust Agreement. If any trustees have been removed or added, any amendment that reflects the current trustee(s)<br>*NOTE: For chain owners, where any of the record owners are entities or trusts, provide documentation to identify the applicable beneficial owners for each layer.* |
| Trust | ☐ Pershing Advisor Solutions Account Application and Agreement<br>☐ Trustee Certification of Powers (Keyword: Trustee)<br>*NOTE: If the Trustee is an entity, we require all documents for that type of entity (i.e., If the trustee is a corporation, we will require all documents listed under the corporation section).*<br>☐ Title and all signature pages of Trust Agreement. If any trustees have been removed or added, any amendment that reflects the current trustee(s) |

## Additional Requirements/Notes

**Bearer Shares**
Pershing Advisor Solutions will not accept entities that have outstanding Bearer Shares or have the ability to issue Bearer Shares. A Bearer Share resolution from the directors is required confirming there are none outstanding, none will be issued in the future, and the Articles will be updated to no longer allow Bearer Shares.

**Politically Exposed Person**
Establishing an account for a Politically Exposed Person (PEP) requires enhanced due diligence to ensure that assets have not been acquired through misappropriation, theft or embezzlement of public funds, the unlawful conversion of property of a government or through acts of bribery or extortion. Advisor must complete a questionnaire for clients who are PEPs and obtain special approval of the Pershing Advisor Solutions AML officer.

**Private Banking Account**
An institution's private banking division will provide various services such as wealth management, savings, inheritance, and tax planning for their clients. A high-level form of private banking is often referred to as wealth management. Pershing Advisor Solutions does not offer private banking service. Therefore, it is the responsibility of the advisor to providing private banking service as defined by Section 312 of the USA PATRIOT Act.