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, the assets to be moved and with whom the account is held. The more recent the statement, the better. Its also helpful for documentation on future potential questions regarding cost basis or where assets came from.

Step 1

Step 1 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.

Step 2

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 unless you know the number, then fill it in. Otherwise, we can look it up and fill it in for you. 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 Delivering Firm Contact Information is only necessary for NON-ACATs, DRS/DRIP transfers, and Retirement CD transfers…when it doubt, fill it in.

Step 3

The following explains which box to check for the type of transfer you are requesting. There are 4 main boxes of which you must mark only one main box. Direct Mutual Fund, Account Transfer Full, Account Transfer Partial, or DRS/DRIP. After you select one of these boxes, some require another box to indicate what type of transfer within that category. The layout can be a little tricky so if you have any doubt as to how or what boxes should or shouldn't be marked, call us rather than submit the ppwk incorrectly and have it rejected….we're here to help! There are descriptions of each of these transfer types in the form instructions page that is included with the form but here is a more in-depth explanation of each.

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 mutual 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 an Account Transfer (see below for complete instructions).

Account Transfer

If you mark the Full box, then an additional box must be marked. If you mark Transfer All Assets In-Kind, you can skip to the client signature section, nothing else needs to be filled out. If there are any liquidations involved with a full transfer request, you must fill out Step 4. An ACAT eligible firm is not eligible for a Full, Liquidate All Assets or Partial Liquidate transfer request, the liquidations must occur at the contra firm prior to submitting the transfer request and everything must come in-kind as cash. Pershing will <u>NOT</u> process transfer requests that involve liquidation requests for ACAT eligible firms. The Liquidate All Assets, Transfer All Assets In-Kind Except for the Assets Listed boxes are primarily for mutual funds held directly with the mutual fund company and

annuity transfers. Both require it to be spelled out in Step 4 in detail. The Partial box is a little tricky because it seems like you need to mark another box (which are both for CD's transferring) but you do not mark another box if you are just doing a standard partial transfer from a brokerage firm or mutual fund company or annuity.

DRS/DRIP (**D**irect **R**egistration **S**ystem/**D**ividend **Rei**nvestment **P**lan)

DRS/DRIP boxes are marked for transfers of stocks held directly with transfer agents. The Full box and an additional box must be marked with Full or Partial marked. All of Step 2 must be completed for these transfers.

Retirement Plan CD Instructions

This is used to designate how to transfer in a retirement account CD held at a bank both are liquidations of the CD at the bank just when to do it. Check a box whether you want Full or Partial and then whether the client wants the CD liquidated immediately and transferred or transfer the proceeds at maturity. All of Step 2 and Step 4 also need to be completed.

Step 4

Step 4 is used to describe what you want to transfer into the account. Please refer to the instructions in the previous section on whether you need to fill this in. Couple of tips on this section, you can just write "All" for the Quantity if you are doing a full transfer. If you are dealing with an annuity, you will put the annuity contract number in the Fund Account Number field. If you are transferring directly from a Mutual Fund company, make sure you do not include the mutual fund company internal Fund Number in the Fund Account Number field as that is an internal number only used at the fund company, it is not part of the account number. Only put the Account Number in the Fund Account Number field.

Step 5

Nothing is needed in Step 5, this is the Pershing Letter of Acceptance that is sent to the other custodian if the transfer involves an IRA.

Step 6

This is the One and the Same certification and is only filled if necessary for clients that may have a slightly different name on the registration.

Step 7

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