

Move Money - Third Party Check (Non-Retirement)

Instructions: This form must be completed to have a check made payable to or sent to a person or an address that differs from the address of record on the account. Fax the completed form to the Money Desk, (858) 202-8320. Fed Ex will not deliver to a PO Box. Any request to send a Fed Ex to a PO Box will be updated to send via Express Mail.

Third party checks made payable to an individual or an institution for the benefit of an individual other than the account owner that exceed \$13,000 may require additional information and/or documentation.

Fields for LPL Account Number, Rep ID/ Associated Person ID, and Account Registration.

Check Payment Frequency

Section 1: One Time Request. Includes fields for Amount of One Time Request, Delivery method (Regular Mail, FedEx, etc.), and Signature Required.

Section 2: New or Update to Existing Periodic Request. Includes fields for Amount of Periodic Request, Frequency of Distributions, and Distribution Dates.

Section 3: New or Update to Existing Standing Letter of Authorization (LOA). Includes important notice text regarding authorization.

Check Payee Information

Section 4: Name of Institution or Individual(s), For Benefit of (Name of Person), Beneficiary/Payee Relationship, Account Number, and address information.

Section 5: Authorization form must be signed by all account holders. Includes signature lines for Client and Financial Advisor, and validation text.