



Here are a couple of random items for your ever growing knowledge banks.

When entering transactions which are being funded with a check please include a copy of the check with the bundle. This enables us to verify source of funds and home office looks for those checks if they are being asked to escalate review in order to get checks out the door by the close of business the day following receipt. For those of you who are blotting the check after approval so you can accurately identify whether it is being returned to client or forwarded to sponsor company, etc., you can still maintain that procedure, but include a copy of the check with the bundle when it is uploaded into the vault for review.

For those using the mobile check deposit app, please remember that the app does not blotter your check and you will still need to complete that step within Advantage, and establish a system for maintenance of those physical checks for 90 days.

We also need to be mindful of the differences in the new system compared to what many of us are used to when it comes to generating paperwork for the clients. All the support docs and disclosures are not automatically part of your bundle, you need to select the appropriate additional forms. The easiest way to identify which disclosures are needed is to go to Securities America homepage>Forms>Disclosure Document Reference Chart (in the blue menu bar across the top). The screen display includes a description of the requirements for each form. As with all forms under the default tab, clicking on the form name will take you to an option to View Form and then you can populate the paperwork, print the form to complete later, save or email.

For initial Advisory accounts, clients need to receive ADV forms. Securities America Advisors Firm Brochure (Part 2A of Form ADV can be found on the Forms page (scan code is SAAA if you prefer to search by that vs. title). Rep's ADV Part 2B can be found on the Compliance Questionnaire tab. Unfortunately, at this time it is not something that is accessible by the admins so for offices with staff preparing packets for clients, once the ADV 2B has been approved, save a copy in a folder structure accessible by anyone who will need to generate a copy as part of paperwork prep.