



Account Services Department

*By Rachael Roth,
Account Services Supervisor*



Account Services Department Contacts

- Rachael Roth –Account Services Supervisor
- Anne Henderson – Primary NFS contact
- Roxanne McClam – Primary Pershing contact
- Holly Scott – Primary IWS/TD/Direct Business contact
- Anida Watson – Primary ACAT processor (all clearing firms)
- Account Services E-mail –
accountservices@kovacksecurities.com

Change of Address Procedures

- Either the KSI Change of Address form or an LOI can be submitted, signed by the client.
- The KSI Change of Address form can be found on KSI Intouch > Business Support > “Click here for the New Kovack Forms” > Existing Account Service Forms.
- All changes in address will need KSI approval.
- Changes in address for brokerage accounts are updated by our team.
- For Direct Business, you will receive instructions on how to change the address at the sponsor companies.

Change of Address Cont.

- When changing the client's address, please specify whether the client is changing their legal address only, mailing address only, or both.
- Also, please make sure to list all applicable accounts on the form or LOI.
- For changes in address for foreign accounts we will need a recent utility bill. For Puerto Rico accounts we will need an updated driver's license or a recent utility bill

Change of Address Form

- Second page will be signed by the client

CHANGE OF ADDRESS AND PHONE NUMBER FORM



1. ACCOUNT(S) TO UPDATE

NFS Pershing Direct Business IWS TD Ameritrade

Primary Client Name _____ Primary SSN/TIN* _____
Secondary Client Name _____ Secondary SSN/TIN _____
Company Name _____ Account Number _____
Company Name _____ Account Number _____
Company Name _____ Account Number _____
Company Name _____ Account Number _____

2. NEW ADDRESS AND PHONE NUMBER INFORMATION

Legal Address Change Mailing Address Change Both

Legal Address (No P.O. Box) _____
City _____ State _____ Zip _____ Country _____
Mailing Address (if different from above) _____
City _____ State _____ Zip _____ Country _____
Home Phone _____ Work Phone _____
Mobile Phone _____ Email _____

3. PREVIOUS ADDRESS AND PHONE NUMBER INFORMATION

Legal Address (No P.O. Box) _____
City _____ State _____ Zip _____ Country _____
Mailing Address (if different from above) _____
City _____ State _____ Zip _____ Country _____
Home Phone _____ Work Phone _____
Mobile Phone _____ Email _____

Change of Ownership

- Changing ownership for brokerage accounts requires opening of a new account and is processed by the New Accounts Department.
- Changing ownership at a direct business sponsor company requires the KSI Change of Ownership form and a copy of the sponsor companies paperwork.
- Also requires any supporting documentation (divorce decree, death certificate, etc.).
- If the ownership change is to a new client, we will need a client profile form (for an individual), or we will need an entity profile form and the supporting entity legal documentation for an entity.

Change of Ownership Form

CHANGE OF OWNERSHIP FORM



PLEASE USE THIS FORM ONLY TO CHANGE OWNERSHIP ON ACCOUNTS HELD DIRECTLY AT THE SPONSOR COMPANY.
This form does not replace paperwork required by the sponsor.

Please check the appropriate box:

- Mutual Fund/UIT Variable Annuity Variable Life Insurance Alternative Investment
 529 Plan EIA RIA TAMP
 A Client/Entity Profile Form is attached. A Client/Entity Profile Form is on file and is current.

1. CURRENT ACCOUNT INFORMATION

Registration Type: Individual JT WROS Estate Trust Other _____
Company Name _____ Acct. Number _____
Acct. Registration Name _____
Primary SSN/TIN _____ Secondary SSN/TIN _____

2. REASON FOR TRANSFER

Select only one of the two options listed below.

- Re-registration (change of ownership, divorce/separation, transfer to a trust, etc.)

OR

- Death (Inheritance) Date of Death (required) _____ / _____ / _____ mm/dd/yyyy

3. RECIPIENT ACCOUNT INFORMATION

Registration Type: Individual JT WROS Estate Trust Other _____

Note: If the recipient is an estate, the estate's TIN must be provided below.

Company Name _____ Acct. Number _____
Acct. Registration Name _____
Primary SSN/TIN _____ Secondary SSN/TIN _____

ACAT Errors

- ACATs with a new account should be sent in or uploaded with the new account paperwork.
- Outgoing transfers are not processed by KSI.
- Transfers into an existing direct business accounts should be sent directly to the sponsor company and do not need KSI approval, except Variable Annuities additional investments over \$50,000 or additional investments to REITs, which are processed by the New Accounts Team.
- Only 1 selection should be made for the transfer type – full transfer, partial, or from a Direct Business Mutual Fund

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IWS form is similar

Transaction ID

Clearing through National Financial Services
LLC ("NFS"); Clearing # 0226

Transfer of Assets

Use this form to authorize the transfer of assets, currently at another firm, to your brokerage account held at National Financial Services LLC ("NFS"). Refer to the instructions page at the end of this form for more information.

1. Receiving Account Information

Account Number	
Account Owner/Trust/Entity Name	
Social Security Number/Taxpayer ID Number	
Additional Account Owner/Trust/Entity Name	
Social Security Number/Taxpayer ID Number	

Receiving Account Type Check one.

Nonretirement Accounts

- Individual
 Joint
 Trust
 Corp/Business
 UGMA / UTMA
 Estate
 Other _____

Retirement Accounts

- Traditional, SEP, or Rollover IRA
 Roth IRA
 SIMPLE IRA
 Beneficiary IRA
 Roth Beneficiary IRA
 Qualified Plan*

2. Account Being Transferred

Account Number	DTC Number
Account Owner/Trust/Entity Name(s)	
Delivering Firm Name	
Address	City
State	Zip Code
Delivering Firm Phone	

Delivering Account Type Check one.

Nonretirement Accounts

- Individual
 Joint
 Trust
 Corp/Business
 UGMA / UTMA
 Estate
 Other _____

Retirement Accounts

- Traditional, SEP, or Rollover IRA
 Roth IRA
 SIMPLE IRA
 Beneficiary IRA
 Roth Beneficiary IRA
 Qualified Plan*

* Qualified Plan options offered under the Premiero Select Retirement Plan include Profit Sharing and Money Purchase plans.

3. Transfer Instructions Complete A, B, C, D, or E.

If you do not instruct us otherwise, we will default to transfer in kind all eligible positions in the account. Money market mutual funds may be liquidated. **National Financial Services LLC is NOT responsible for market fluctuation on requests with written liquidation instructions.** Complete a separate Additional Assets Schedule if you need to list more securities.

- All or some of the assets are Alternative Investments and a completed Alternative Investment Addendum and Custody Agreement is on file.
 Note: Some alternative investments may be restricted to certain account registrations.

A. Brokerage or Trust Company Transfer

Brokerage account transfers are in kind; liquidate assets at current firm prior to submitting this form if you wish to have assets transferred in cash. For Annuities, complete Section 3.D.

1. Transfer the entire account, In Kind. Skip to Section 4.

2. Transfer only part of my account In Kind, as detailed below:

Security Name or Symbol	# of Shares or "All"
Security Name or Symbol	# of Shares or "All"
Security Name or Symbol	# of Shares or "All"

B. Mutual Fund Company Transfer

Fund Name/Symbol and Account Number	# of Shares or "All"
-------------------------------------	----------------------

- In Kind Liquidate

Fund Name/Symbol and Account Number	# of Shares or "All"
-------------------------------------	----------------------

- In Kind Liquidate

Fund Name/Symbol and Account Number	# of Shares or "All"
-------------------------------------	----------------------

- In Kind Liquidate

C. Bank or Credit Union Transfer Do NOT use this form to transfer a nonretirement bank checking account.

1. Transfer cash only. All cash will be transferred unless you indicate a different amount to transfer here:

Cash Transfer Amount

\$ _____

2. Liquidate CD immediately and send cash.
 You may be charged a penalty for early withdrawal.

3. Liquidate CD at maturity and send cash.

CD Maturity Date: MM/DD/YYYY

The request must be submitted at least 21 days before maturity, and no more than 60 days before maturity.

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3. Transfer Instructions continued

D. Annuity Transfer

All annuities must be surrendered (cashed in), which could mean tax implications, penalties, fees, and loss of product features.

- 1. Full Annuity Surrender: Transfer the entire amount in cash immediately.
- 2. Penalty-Free Surrender: Transfer ONLY the penalty-free portion. If the penalty-free portion is the full balance, transfer the full balance.
- 3. Partial Annuity Surrender: Transfer the following cash amount:

Cash Amount
\$ _____

E. Transfer Agent Transfer

Security Symbol or Name

- 1. Transfer all whole shares and sell fractions.
- 2. Transfer all whole shares only.
- 3. Transfer all whole shares, sell fractions, and close account.
- 4. Partial transfer of the following number of eligible whole shares:

Number of Shares

4. Signatures and Dates All owners of both accounts must sign this form.

By signing below you instruct NFS and the Delivering Firm to act on all instructions given on this form and you acknowledge and agree that:

The Delivering Firm ("Delivering Firm") will transfer the assets in your account in accordance with your transfer instructions above, to National Financial Services LLC ("NFS") and, if to a Premier Select IRA or Premier Select Retirement Plan account, to Fidelity Management Trust Company ("FMTC") as successor Custodian/Trustee.

You affirm that you are aware of any tax or financial implications that may arise in connection with this transfer or with the sale or liquidation of any assets prior to transfer, including penalties, fees, financial losses, or losses of product features or benefits.

Any assets not readily transferable might not be transferred within the time frames set by FINRA or other applicable authorities.

You authorize the Delivering Firm to sell any non-transferable money fund shares, and any shares of other mutual funds that you have requested be sold, and transfer the proceeds as cash.

You authorize the Delivering Firm to contact you about any assets that cannot be transferred.

You authorize the Delivering Firm to deduct from your account any fees that you owe, and, if necessary, to sell assets in your account to pay those fees.

You instruct the Delivering Firm to transfer any physical certificates in good deliverable form, including any necessary tax waivers.

You authorize the Delivering Firm to cancel any open orders on your account when it receives this form.

You have destroyed or returned any credit/debit cards and unused checks associated with your account at the Delivering Firm, if closing that account.

Retirement Accounts

If you are 70½ or older, this transfer will not violate IRS rules on required minimum distributions.

If you are transferring a Roth IRA, it is your responsibility to track the Five-Year Aging Date.

If you are requesting to transfer a traditional IRA or rollover IRA that may differ from the receiving IRA you maintain at NFS, you hereby authorize NFS to combine your IRA assets and you acknowledge this could limit your options for reinvesting your rollover IRA assets in an employer-sponsored plan in the future.

If you are transferring to a Beneficiary Distribution Account ("BDA"), you accept full responsibility for complying with all inherited IRA transfer requirements.

If you are transferring a SIMPLE IRA, you accept that the Date of First Participation will be the date that contributions are first deposited to your Premier Select SIMPLE IRA by your employer, unless you provide a Date of First Participation.

If you are transferring an account with different ownership or registration than your NFS Account, all owners of both accounts must sign below.

Print Account Owner Name: First, M.I., Last	MEDALLION SIGNATURE GUARANTEE	
Account Owner Signature	Date: MM - DD - YYYY	
SIGN		
Print Account Owner Name: First, M.I., Last	MEDALLION SIGNATURE GUARANTEE	
Account Owner Signature	Date: MM - DD - YYYY	
SIGN		
Print Account Owner Name: First, M.I., Last	MEDALLION SIGNATURE GUARANTEE	
Account Owner Signature	Date: MM - DD - YYYY	
SIGN		
<p>For Custodian/Trustee Use Only: Letter of Acceptance</p> <p><input type="checkbox"/> Fidelity Management Trust Company (FMTC) or <input type="checkbox"/> Specify _____</p> <p>accepts appointment as successor custodian/trustee for the retirement account referenced herein. Transfer the account as instructed on this form, on a trustee-trustee basis, to the appropriate successor custodian/trustee, c/o National Financial Services LLC (NFS). NFS is an agent for FMTC.</p>		
Successor/Custodian/Trustee's Representative	Signature	Date: MM - DD - YYYY

Provide all pages of the signed Transfer of Assets form and all pages of your most recent statement to your Broker/Dealer.
National Financial Services LLC, Member NYSE, SIPC 1.747272.112 - 414980.10.0 (09/16)

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- If clearing firm number is not provided, the delivering firm contact information section must be completed

Account Transfer Form

STEP 1. RECEIVING FIRM INFORMATION

Receiving Firm Clearing Number 0443	Account Number
Primary Account Holder SSN/ Tax ID	Secondary Account Holder SSN/ Tax ID

ONLY ONE RECEIVING FIRM PER FORM.

Account Type (two-character code)

Account Type Codes

NONRETIREMENT		RETIREMENT	
SN Single	CU Custodian	IR Traditional IRA	4K 401k
JT Joint	ES Estate	RI Roth IRA	SI Simple IRA
TR Trust	BC Bank Custody	DR Direct Rollover	QP Qualified Plan
CT Cotrustee	AG Agency	BI Beneficiary	EI Education Savings Account
CO Corporate	OT Other	BR Beneficiary Roth IRA	HS Health Savings Account

STEP 2. DELIVERING ACCOUNT INFORMATION

Clearing Number	Account Number
Firm Name	
Account Title (as it appears on your statement)	

A COMPLETE COPY OF YOUR MOST RECENT BROKERAGE ACCOUNT STATEMENT IS NECESSARY TO PROCESS THIS FORM. NON-U.S. POSITIONS BEING TRANSFERRED INTO YOUR ACCOUNT WILL BE HELD IN U.S. DOLLARS UNLESS YOUR FINANCIAL FIRM INSTRUCTS PERSHING TO HOLD THE NON-U.S. POSITIONS IN THEIR ORIGINAL CURRENCY.

Delivering Firm Contact Information (mandatory when clearing number is not provided)

Contact Name	Telephone Number
Firm Address (no P.O. box)	
City	State
Zip/Postal Code	

This space intentionally left blank.



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Account Transfer Form

Account Number

STEP 3. TRANSFER TYPE

Choose only one.

Account Transfer

- Full** (check one below)
- Transfer all assets in kind (skip to Step 7).
 - Liquidate all assets listed in Step 4 (liquidations are not for brokerage accounts).
 - Transfer all assets in kind except for the assets listed in Step 4, which require liquidation.
- Partial** (complete Step 4)

DRS/DRIP

- Full** (check one below)
- Sell fractions and close account.
 - Transfer all full shares only.
- Partial** (list assets in Step 4)

FOR TRANSFER AGENTS,
ELECTRONICALLY SEND
POSITIONS OR ISSUE A
CERTIFICATE FOR WHOLE
SHARES AND REDEEM
FRACTIONAL SHARES.

Direct Mutual Fund

- Transfer mutual funds from the account held directly at the fund company (see list in Step 4 for exact instructions).

ONLY ONE FUND
FAMILY PER FORM.

Bank Retirement Plan Accounts (select only one)

- Liquidate immediately and transfer cash.
I am aware of and acknowledge any penalty I will incur from an early withdrawal.
- Liquidate at maturity and transfer cash.
Specify maturity date _____ (submit two to three weeks before maturity date).

LIQUIDATIONS
INVOLVING BANK CDS,
CHECKING ACCOUNTS,
OR SAVINGS ACCOUNTS
CAN ONLY BE PROCESSED
FROM RETIREMENT
ACCOUNTS.

STEP 4. PARTIAL TRANSFERS, DIRECT MUTUAL FUNDS, AND LIQUIDATIONS

If there are more than eight assets, attach a signed list to this form.

QUANTITY	ASSET DESCRIPTION	CUSIP ¹ /SYMBOL	FUND ACCOUNT NUMBER	TRANSFER INSTRUCTIONS ²	DIVIDEND OPTIONS ²	CAPITAL GAIN OPTION ²	ESTIMATED \$ VALUE
				<input type="checkbox"/> Transfer In Kind <input type="checkbox"/> Liquidate	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	
				<input type="checkbox"/> Transfer In Kind <input type="checkbox"/> Liquidate	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	
				<input type="checkbox"/> Transfer In Kind <input type="checkbox"/> Liquidate	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	
				<input type="checkbox"/> Transfer In Kind <input type="checkbox"/> Liquidate	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	
				<input type="checkbox"/> Transfer In Kind <input type="checkbox"/> Liquidate	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	
				<input type="checkbox"/> Transfer In Kind <input type="checkbox"/> Liquidate	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	
				<input type="checkbox"/> Transfer In Kind <input type="checkbox"/> Liquidate	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	<input type="checkbox"/> Cash <input type="checkbox"/> Reinvest	

¹ CUSIP[®] belongs to its respective owner.

² If you have requested a liquidation, your market price is not guaranteed. You will receive the current market price after your transfer request is received, reviewed, and determined to be in good order by the delivering firm. Pershing is not responsible for market fluctuations or delays in the review process. DRS items cannot be liquidated.

³ If this is a mutual fund transfer and there is no dividend or capital gain option checked in the section above, Pershing will process this request as reinvest.

For Office Use Only: All transfers must be added to Pershing's transfer system.

ACAT Guidance

- Transfers must be in kind
- If the transfer is due to death or divorce, the account must be updated at the contra-firm before the transfer can be facilitated.
- Trust names, Tax IDs and trustees must match to their entirety before the transfer can take place.
- If there is a debit on the delivering account, the debit will need to be resolved or we will need to have Margin paperwork on file before the ACAT can be processed

Client Liquidations and Client Switch Letters

- The client liquidation form is used when a client is liquidating funds and is not re-investing the funds. We will only need the KSI Client Liquidation form if the transaction is solicited.
- The Client Switch Letter is used when a client is liquidating a security and reinvesting the funds (typically included with a new account).

Client Liquidations Cont.

- Queue for client liquidations – only submit through the Client Liquidations queue for timely processing
- For a client liquidation, we will also require a copy of any applicable sponsor paperwork.
- A liquidation of an Alternative Investment for NFS will require the Alternative Investment Letter of Instruction form

NFS Request for Transaction Form

Alternative Investment

Request for Transaction Letter of Instruction (LOI)

Use this form to request all types of Alternative Investment transactions except capital call requests. DO NOT complete this form to request a purchase in a Premiere Select® Retirement Plan Account. Type on screen or fill in using CAPITAL letters and black ink. If you need more room for information or signatures, use a copy of the relevant page.

Helpful to Know

Be advised that National Financial Services LLC ("NFS") is submitting the alternative investment purchase or redemption on your behalf. In the event NFS is unable to confirm the transaction with the issuer, NFS may take action with respect to your account including removal of the alternative investment position from your account. Further, NFS shall present a redemption request to the issuer on your behalf but NFS is not responsible in the event the issuer does not remit the proceeds to NFS.

- A signed Fund Subscription Agreement must accompany this request, if applicable.
- You must sign this form and return it to your investment representative.
- The Alternative Investments Addendum and Custody Agreement ("Addendum") must be completed prior to the initiation of an alternative investment transaction and the account must be funded or have cash available for purchase in the account before an alternative investment transaction will be processed.

Transaction Information

Account Owner Name(s)	
Check one: <input type="checkbox"/> Purchase <input type="checkbox"/> Sell/Redeem	
Asset Name	Number of Shares/Units
Share Class	CUSIP
Price	Amount
\$	\$

Signatures and Dates *Form cannot be processed without signatures and dates.*

By signing below, you:

- Authorize your Broker/Dealer and National Financial Services LLC ("NFS"), as agent for Fidelity Management Trust Company ("FMTCC"), if applicable, to submit the transaction as instructed on this form to the issuer and to take such other actions as may be necessary to complete such transaction, including delivery and receipt of funds to or from your account and the issuer as may be required.
- Represent that, before submitting this request to NFS, you have received and reviewed the terms of the private placement memorandum, term sheet or other disclosure documents and agreements affecting or pertaining to the Alternative Investments.
- Acknowledge that you have responsibility for the investment and take full responsibility for determining the appropriateness and suitability of the Alternative Investments.
- Indemnify and hold harmless your Broker/Dealer, NFS, FMTCC, their officers, directors, employees, agents, affiliates, shareholders, successors, assigns and representatives from any claims or losses that may occur as a result of this transaction.
- Understand that this request and any resulting transactions are subject to the terms and conditions of the Addendum.

Print Account Owner Name: First, M.I., Last	
Account Owner Signature	Date: MM - DD - YYYY

Print Additional Account Owner Name: First, M.I., Last	
Additional Account Owner Signature	Date: MM - DD - YYYY

continued on next page

Margin, Option and Checkwriting Paperwork

- If the above-referenced paperwork is sent in with a new account, it will be processed by the New Accounts Team.
- If a client wants to add these features to an existing account, the paperwork should be sent to the Account Services Team.
- To reorder checks, simply send an e-mail to accountservices@Kovacksecurities.com requesting the check reorder

Re-opening Closed Brokerage Accounts

- If a client wishes to re-open a closed account, we will need either a Financial and Investment Information Update form if the client's objectives have changed, or a LOI from the client stating that the objectives for the account have not changed.
- If any account information also has changed, including the client's address, occupation, financials, etc, then a Client Profile Update form should also be provided.

To Add a Power of Attorney

- For all Power of attorney additions we will need a copy of the legal Power of Attorney
- If the legal power of attorney document is older than 3 years we will need to conduct a recorded call with the account owner (if not incapacitated)
- For NFS: the Durable Power of Attorney Affidavit and Indemnification
- For Pershing: Additional Account Holder Agreement
- For Direct Business: a client profile form for the Power of Attorney

Updating Trustees on an Account

- If a trustee is being updated on a brokerage account, we will need a new TCIP form listing the new trustees. If the change is due to death, we will need the death certificate. If the change is due to a resignation, we will need the resignation letter. If we do not have a copy of the trust on file that lists the successor trustees, a copy of the updated trust must also be provided.
- For accounts held directly, we will need a copy of any applicable sponsor company paperwork and an entity profile update form

Updating Authorized Persons on All Other Entities

- To update the authorized persons on an entity, we will need an updated corporate resolution, LLC agreement, or Partnership agreement and the corresponding legal documentation supporting the change. If the new authorized person is another entity, we will also need the corporate resolution, TCIP form, etc for that entity and the supporting legal documents.

New CDD/EDD Rule Impact on Existing Accounts

- The new Fincen CDD/EDD rule is mainly applicable to accounts being opened after May 11, 2018.
- It is not required to update a beneficial owner or control person on an existing account, however our AML team can request an update at their discretion.
- The new TCIP, Corporate Resolution, LLC agreement and Entity Profile forms will have a section to mark off whether the authorized person is also a beneficial owner or control person. For accurate account data, please answer these questions.

A top-down view of a wooden desk with a laptop, a cup of coffee, chopsticks, a notepad, and crumpled paper. The scene is bathed in a warm, orange-toned light. The laptop is open and positioned diagonally. To its right is a white mug filled with coffee. Further right are two wooden chopsticks and a small, lined notepad. Several pieces of crumpled paper are scattered on the desk surface.

Questions?