

**Client Mailing Requesting
BOI/CP and EIN
Information**

The Department of the Treasury issued new requirements regarding customer due diligence for financial institutions, effective May 11, 2018. This federal regulation requires that financial institutions obtain, verify, and record the beneficial owner and control person of each legal entity customer. To comply with this rule, E*TRADE Advisor Services has revised, and made available, updated account applications to capture beneficial owner and control person information in the Business Account Application and Trust Account Application.

However, after a recent review of various plan types offered by E*TRADE Advisor Services, we have found that our “Qualified Plan” and “Outside Qualified Plan” accounts fall under the requirements of the rule. Therefore, we are reaching out to Qualified Plan and Outside Qualified Plan customers who have opened accounts at E*TRADE Advisor Services since May 11, 2018 and requesting they complete and return a Beneficial Ownership Information form and send us a copy of their EIN Verification Letter.

The Beneficial Ownership Information form requires the customer to provide the name, address, date of birth, and social security number (or passport number or other similar information, in the case of non-US persons) for both of the following:

- Control person: An individual with significant responsibility for managing the entity (e.g. a chief executive officer, chief financial officer, chief operating officer, managing member, general partner, president, vice president, or treasurer).
- Beneficial owner: Each individual, if any, who owns, directly or indirectly, 10% or more of the equity interests (e.g. shares) of the entity. An individual is an indirect beneficial owner if his/her ownership interest is held through another entity. If the individual who has significant responsibility for managing the entity also owns 10% or more of the entity, please enter the information in both the control person and beneficial owner sections below.

An EIN Verification Letter, also called an EIN/IRS letter, is a letter from the Department of the Treasury confirming the tax number identifying a business entity.

- The customer may obtain a new copy of their EIN Verification Letter by calling the IRS Business & Specialty Tax Line at 800-829-4933.
- We may be able to accept other forms of documentation for verification if the customer is unable to obtain a copy of their EIN Verification Letter.

We are required to verify and record the information provided to us. We may utilize a third-party information provider for verification purposes and/or ask for a copy of a driver’s license or other identifying documentation.

We are sending a letter to account owners requesting that they complete the enclosed Beneficial Ownership Information form, attach their EIN Verification Letter, and return to E*TRADE Advisor Services within 30 days of the date of the letter by mail at PO Box 5158, Englewood, CO 80155 or by fax to 303-705-6490. If we do not receive a response within the timeline requested, please be advised that we may restrict accounts from further financial transactions until the required information is received.

Your relationship manager will provide to you a list of your account owners receiving this letter and is available to answer any questions you may have.