

# THIRD PARTY INTEGRATION REQUEST

Institutional Advisor Services



## FOR TCA USE ONLY

Format Provided

Activation Date

## SECTION 1: Integration Request

### A. INTEGRATION REQUEST TYPE

Select **one**:

- New Integration
- Cancel Existing Integration

### B. SPECIAL REQUEST if applicable

## SECTION 2: Requestor

Name

Phone

Email Address

## SECTION 3: Accounts

Select **one**:

- Advisor; include all accounts for firm in Section 4A
- Client representative; include accounts for representative ID in Section 4B
- Broker/Dealer; include accounts for broker/dealer in Section 4C
- Interested party; include accounts as defined below

If Interested Party, Specify Accounts

## SECTION 4: Recipient

*Note: Select third-party software exports are delivered directly to the software vendor for uploading into the recipient's account.*

### A. INVESTMENT ADVISOR

Firm Name

### B. CLIENT REPRESENTATIVE, if applicable

Representative Name

Representative ID

Broker/Dealer Name, if associated

Phone

Email Address

### C. BROKER/DEALER or INTERESTED PARTY, if applicable

Broker/Dealer or Interested Party's Name

Requested TCAccess Login

Phone

Email Address

## SECTION 5: Vendor Integration

- Riskalyze Pro
- Riskalyze Autopilot
- Redtail CRM
- Belvedere Emotomy

## SECTION 6: Investment Advisor Signature

By signing below I give my authority to release the above client information as indicated and I acknowledge that any changes to these instructions are my responsibility and must be submitted in writing to Trust Company of America (TCA). TCA America will not be liable for any direct, indirect, special or consequential damage suffered in connection with the export service requested.

Trust Company of America is not responsible for the presentation of integrated data on vendor platforms nor usage of vendor platforms.

Investment Advisor Signature

Date

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Institutional Advisor Services



## General Instructions

Use these instructions to complete the Third Party Software Integration Form.

**Purpose of this form.** This form is required to authorize TCA to export your client and account data to an individual or third party software company.

**All fields are required unless noted.** All fields are required unless the form designates a section or entry as 'optional' or 'if applicable'.

'Optional' indicates the section or entry is an optional service or feature. By entering information in an optional section or entry, you are choosing to participate in the service or feature.

'If applicable' indicates the section or entry is required if certain conditions apply. These conditions are outlined in detail in these instructions.

You must **complete all required fields** to expedite processing and to avoid requests for additional information.

**Print or type all entries.** Print clearly in all CAPITAL LETTERS to complete this application. To type entries, a fillable PDF of this form can be found online at [www.trustamerica.com/advisor-forms](http://www.trustamerica.com/advisor-forms).

## Section 1: Integration Request

### A. New Integration

Check the appropriate box to indicate the type of request you want to create with this application.

### B. Cancel Existing Integration

If you have any special requests, please briefly describe your request in this section. Reference other sections that contain information needed to further explain your request.

## Section 2: Requestor

Enter the information for the requestor. This person will be contacted if additional information is needed to complete the export request. *Note: An email address must be provided to receive email notification of completion.*

## Section 3: Accounts

Select the level of integration and type of accounts that should be included. If 'Third Party' or 'Other', specify what accounts should be included.

## Section 4: Recipient

### A. Investment Advisor

Enter the name of the investment advisor (TCA client) associated with the accounts for this integration.

### B. Client Representative

If the integration is for an asset gatherer for the investment advisor, enter the information of the representative associated with the accounts for this integration. *Note: An email address must be provided to receive email notification of completion.*

**Important:** If the representative is associated with a broker/dealer, enter the name of the broker/dealer.

### C: Broker/Dealer or Interested Party (if applicable)

If the export is for a broker/dealer or an interested party, such as a person hired to maintain your data, enter the information of the interested party. *Note: An email address must be provided to receive notification of completion.*

An interested party may require a TCAccess account to download the integration file(s). Enter a requested login for the interested party. A random password will be assigned when the login is established.

## Section 5: Vendor Integrations

### List of Supported Vendors

Select the vendor or vendor platform you wish to integrate with your Trust Company of America data.

## Section 6: Investment Advisor Signature

An authorized party of the investment advisor (TCA client) must sign the export request form.

**Instructions for client representatives or interested third parties.** After completing the form, forward the form to your investment advisor (TCA client) for signature. Questions regarding this form should be directed to your investment advisor.

**Investment advisor (TCA client).** Sign and date the form. Then fax the signed form to (303) 705-6490 or scan and email the form to your relationship manager.