

Add/Edit Firm For Online Account Transfers

Use this form to add or edit firms available for account transfers initiated online.

Instructions:

1. Complete all fields on this form for adding or editing a firm or clearing firm.
2. Send us the completed form:

Scan and Email

support@folioinstitutional.com

Fax

703-649-6288

U.S. Mail

Folio Institutional

8180 Greensboro Drive, 8th Floor

McLean, VA 22102

Important Notes:

- The Brokerage List is updated quarterly. Firms added/edited may not appear on the site immediately.
- Please make sure you include the four-digit NSCC Participant Number for each firm you add or edit. If your firm does not have a Participant Number, enter N/A.

If you need assistance, call us at **1-888-485-3456**.

Add/Edit Firm for Online Account Transfers

Complete all fields. If you are completing this form to edit the information for a firm that is already on our online account transfer list, mark NC in the fields that have not changed.

| | | | | |
|-------------------------|-----------------------------------|-------|-------------------------|---------|
| Firm Information | Name | | | |
| | Phone Number () - | | Firm NSCC Participant # | |
| Firm Address | Address 1 | | Address 2 | |
| | City | State | Zip Code | Country |

If the firm you listed above has a clearing relationship with another firm, complete the following section.

| | | | | |
|---|-----------------------------------|-------|-------------------------|---------|
| Clearing Firm Information (if any) | Name | | | |
| | Phone Number () - | | Firm NSCC Participant # | |
| Firm Address | Address 1 | | Address 2 | |
| | City | State | Zip Code | Country |