Advisor Billing Plans
and Firm Billing Settings

Use Schedule A of this form to:

- Create a New Billing Plan (Section 1)

- Delete an Existing Billing Plan (Section 2)

- Modify a Billing Plan (Section 2) to change:
  - Fee Disclosure (combined or separate)
  - Billing Type (tiered, tapered or flat)
  - Breakpoints
  - Basis Point Amounts

Use Schedule B of this form to:

- Change the Billing Mode (forward or in arrears) for all of your Firm's billing plans (Section 1)

- Change the Billing Frequency (monthly or quarterly) for all of your Firm's billing plans (Section 2)

- Change from Member Level to Account Level billing for all of your Firm's billing plans (Section 3); billing cannot be changed from account level to member level

Instructions:

Schedule A, if used, must be signed by an authorized person.

Schedule B, if used, must be signed by a Firm officer or principal.

Send us the completed and signed form:

Scan and Email	**U.S. Mail**
support@folioinstitutional.com	Folio Institutional
Phone: (888) 485-3456	8180 Greensboro Drive, 8th Floor
Fax: (703) 649-6288	McLean, VA 22102

Schedule A, Section 1: Create a New Billing Plan

Firm Name (as shown on your Client Accounts page)		**House Account #**	

NOTE: Billing mode (forward, in arrears), frequency (monthly, quarterly), and level (member, account) are determined by Firm settings. A Firm officer or principal may change these settings on **Schedule B** of this form.

New Billing Plan	Plan Name				
Fee Disclosure	Combined Separate				
Type	(Complete schedule below) Tiered Tapered		(Do <u>not</u> complete schedule below) Flat Fee (Annualized*) $		
Tiered or Tapered Fee Schedule Not applicable to flat fee plans. Write "MAX" in the final breakpoint cell.	**Breakpoint Start**	**Breakpoint End**	**Advisor Fee** (BPS)	**Folio Fee** (BPS)	**Total Fee** (BPS)
Minimum (Annualized*) Advisor Fee	None $				

Definitions

Combined – Our brokerage fee and your advisory fee are combined and shown as a single total fee to your clients.

Separate – Our brokerage fee and your advisory fee are each shown individually as separate fees to your clients.

Tiered – For billing plans with more than one tier, when a breakpoint is surpassed, the fees are assessed for the assets only in such tier. For example, if the fee for the first $250,000 in assets is 1.00%, and the fee for assets between $250,000 and $500,000 is 0.5%, the assets between $0 and $250,000 are assessed 1.00% and the assets between $250,000 and $500,000 are assessed 0.5%.

Tapered – For billing plans with more than one tier, when a breakpoint is surpassed, the fee assessed will be applied starting at the first dollar for all assets being charged. For example, if the fee for assets for an account with not more than $250,000 in assets is 1.00% but drops to 0.5% if the account's assets are more than $250,000, then the fee assessed would be 0.5% on all assets in the account once the account exceeds $250,000.

Flat – One flat dollar fee is assessed regardless of account value.

* Annualized fees are assessed according to plan billing frequency.

I certify that I am authorized on behalf of the Firm to complete this request. By signing below, I authorize Folio Institutional to act on the instructions provided on this form.

Signature	X	**Date** (mm/dd/yyyy)	
Print Name		**Print Title**	

Schedule A, Section 2: Delete or Modify an Existing Billing Plan

Please check the box below for each change you want to make.

Firm Name (as shown on your Client Accounts page)		House Account #	
Billing Plan Name			

Delete Existing Billing Plan	Yes (Go to signature) No
Change Billing Plan Name	New Plan Name
Change Fee Disclosure	Current Fee Disclosure Combined Separate New Fee Disclosure Combined Separate
Change Type	Current Type Tiered Tapered Flat Fee (Annualized*) $ New Type (Complete schedule below) Tiered Tapered (Do <u>not</u> complete schedule below) Flat Fee (Annualized*) $

	Breakpoint Start	Breakpoint End	Advisor Fee (BPS)	Folio Fee (BPS)	Total Fee (BPS)
Change Tiered or Tapered Fee Schedule Not applicable to flat fee plans. Write "MAX" in the final breakpoint cell.					
Change Minimum (Annualized*) Advisor Fee	Current Minimum Annualized Fee $	New Minimum Annualized Fee $			

Definitions

Combined – Our brokerage fee and your advisory fee are combined and shown as a single total fee to your clients.

Separate – Our brokerage fee and your advisory fee are each shown individually as separate fees to your clients.

Tiered – For billing plans with more than one tier, when a breakpoint is surpassed, the fees are assessed for the assets only in such tier. For example, if the fee for the first $250,000 in assets is 1.00%, and the fee for assets between $250,000 and $500,000 is 0.5%, the assets between $0 and $250,000 are assessed 1.00% and the assets between $250,000 and $500,000 are assessed 0.5%.

Tapered – For billing plans with more than one tier, when a breakpoint is surpassed, the fee assessed will be applied starting at the first dollar for all assets being charged. For example, if the fee for assets for an account with not more than $250,000 in assets is 1.00% but drops to 0.5% if the account's assets are more than $250,000, then the fee assessed would be 0.5% on all assets in the account once the account exceeds $250,000.

Flat – One flat dollar fee is assessed regardless of account value.

* Annualized fees are assessed according to plan billing frequency.

I certify that I am authorized on behalf of the Firm to complete this request. By signing below, I authorize Folio Institutional to act on the instructions provided on this form.

Signature	X	Date (mm/dd/yyyy)	
Print Name		**Print Title**	

Schedule B: Change Firm Billing Settings

Please check the box below for each change you want to make.

Firm Name (as shown on your Client Accounts page)		House Account #	

Section 1: Change the Billing Mode

Current Billing Mode	New Billing Mode
Forward In Arrears	Forward In Arrears

Definitions

Forward – Fees are assessed in advance based on the value at the end of the prior billing period.

In Arrears – Fees are charged for the previous billing period based on the average daily balance of such period.

Important

This will change the mode for all of the billing plans under a billing Firm. This change can take a full billing cycle or longer based on the timing of the request and number of accounts involved.

Section 2: Change the Billing Frequency

Current Billing Frequency	New Billing Frequency
Monthly Quarterly	Monthly Quarterly

Important

This will change the frequency for all of the billing plans under a billing Firm. This change can take a full billing cycle or longer based on the timing of the request.

Section 3: Change the Billing Level

Change from Member Level to Account Level Billing
Yes   No

Definitions

Member Level – Billing is applied at the member level, which includes all accounts under the same client username.

Account Level – Billing is applied on a per account basis.

Important

This will change the billing level for all of the accounts under a billing Firm. It is only possible to change from member level billing to account level billing and, once implemented, this change cannot be reversed. This change can take a full billing cycle or longer based on the number accounts involved.

I certify that I am an officer or a principal of the Firm and am authorized to complete this request. I understand that any change requested on this form will impact all existing and new billing plans under a billing Firm. By signing below, I authorize Folio Institutional to act on the instructions provided on this form.

Signature	X	Date (mm/dd/yyyy)	
Print Name		Print Title	