

## 2018 Year-End Trading and Administrative Deadlines

Subject	Date	Additional Information
<b>Set up active Electronic Funds Transfer (EFT) links</b>	12.22.18	We recommend that you set up EFT links by 12.21.18 to ensure the link is operational for year-end transfers. <b>Link set up includes confirming micro deposits and agreeing to the bank link owner approval IFAs (Items for Attention).</b>  For EFT withdrawals, funds must be settled prior to transfer.
<b>Sell to Raise Cash: Equities and T+2 Mutual Funds</b> (All Accounts)	12.27.18	The last day to sell most equities and T+2 mutual funds in order to receive settled cash by 12.31.18.
<b>Sell to Raise Cash: T+1 – Most Mutual Funds</b> (All Accounts)	12.28.18	The last day to sell T+1 mutual funds in order to receive settled cash by 12.31.18.
<b>Generate Taxable Gains or Losses for 2018</b> (Taxable Accounts)	12.31.18	The last day to execute a trade in order to take a gain or loss reportable in 2018.
<b>Wire, EFT, or Check Distributions</b> (Taxable Accounts)	12.31.18	If funds are available and the distribution request is entered before 12 p.m. EST on 12.31.18, the process date will be 12.31.18.  If the distribution request is entered after 12:00 p.m. EST, the process date will be 1.2.19 or later.

Attention: To avoid missed deadlines due to unanticipated delays, please do not wait until the last possible date to take action on important transactions.