



Departmental Overview

WINNAA WRIGHT-SENIOR VICE PRESIDENT OF OPERATIONS

Home Office Contact List

The Updated Contact Listing can be found on the InTouch Website under Business Support>KSI Contacts> Printable Contact List

Kovack Securities - Office Contacts (as of 2/8/23)					
Corporate Headquarters Contact Information					
Main Phone: 954-782-4771		Fax: 954-943-7331			
Toll Free: 800-711-4078		E-Mail: info@kovacksecurities.com			
Executive Management					
Name	Title	Direct Number	Fax Number	Email Address	
Brian J. Kovack, Esq.	CEO	954-670-0609	954-337-0158	brian@kovacksecurities.com	
Chris Mills	President	954-670-0617	954-337-2256	chris@kfn.com	
Carlo A. Bidone	Executive Vice President & Director of Branch Development	954-670-0616	954-343-0967	carlo@kfn.com	
Isabelle Shick	President & Chief Financial Officer	954-670-8701	954-343-5836	isabelle@kfn.com	
Harold Soria	Senior Vice President, Advisor Relations	954-670-8141	954-200-7763	harold@kovacksecurities.com	
Melinda Wolfe	Executive Vice President & Chief Compliance Officer	954-670-0620	954-862-5932	melinda@kfn.com	
Winnna Wright	Senior Vice President of Operations	954-670-8702	954-343-0969	wwright@kfn.com	

New Accounts Department					
Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Dominique Dowling	New Accounts Team Lead	954-670-8717	954-839-9426	dominique@kovacksecurities.com	New Accounts Team Lead for NFS, Pershing, IWS, TD and Direct Business .
Alex Catalan	Brokerage New Accounts Processor	954-670-8709	954-252-2450	acatalan@kovacksecurities.com	Process NFS, Pershing, IWS, and TD Brokerage New Accounts and Features
Lauren Gilbert	Brokerage New Accounts Processor	954-670-8143	954-332-9286	lgilbert@kovacksecurities.com	Process NFS, Pershing, IWS, and TD Brokerage New Accounts and Features
	Brokerage New Accounts Group	954-358-2825	954-332-9286	newaccounts@kovacksecurities.com	
Dorothy Gilbert	Direct Business New Accounts Processor	954-670-0735	954-400-7210	dgilbert@kovacksecurities.com	Business New Accounts including VA and AI Additional Deposits
Janine Valdivia	Direct Business New Accounts Processor	954-670-8138	954-400-7409	jvaldivia@kovacksecurities.com	Business New Accounts including VA and AI Additional Deposits
Angela Bockhorst	New Accounts Processor	954-670-0610		abockhorst@kovacksecurities.com	Assists New Accounts Team
	Direct Business New Accounts Group	954-358-2830	954-332-9286	newaccounts@kovacksecurities.com	

Home Office Contact List

Cashiering Department

Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Lorelei Flueck	Cashiering Team Lead	954-670-0623	954-343-1373	lorelei@kovacksecurities.com	Cashiering Team Lead for NFS, Pershing, IWS and TD
Amy Oquendo	Cashiering Principal	954-670-8144	954-337-0558	aquendo@kovacksecurities.com	Cashiering Principal for NFS, Pershing, IWS and TD
Teresa Herrera	Cashiering Principal	954-670-0988	954-333-4702	therrera@kovacksecurities.com	Cashiering Principal for NFS, Pershing, IWS and TD
Joe Cintron	Cashier	954-670-0607	954-839-9429	joe@kovacksecurities.com	IWS, IWS and TD Cashier
Dianelys Ventura	Cashier	954-847-8632	954-337-0992	dventura@kfn.com	Pershing, NFS, IWS and TD Cashier
Nadia Vincent	Cashier	954-670-8716	954-839-9431	nvincent@kovacksecurities.com	Pershing Cashier
	Cashiering Group	954-358-2835	954-332-9233	cashiering@kovacksecurities.com	

Account Services Department

Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Roxanne McClam	Account Services Team Lead	954-358-2865	954-337-3943	rmclam@kovacksecurities.com	Lead for Pershing, NFS, IWS, TD & Direct Business
Anne Henderson	Account Services	954-670-0603	954-343-1105	anne@kovacksecurities.com	NFS Account Update Processing
Lilian Perez	Account Services	954-358-2879	954-337-0528	lperez@kovacksecurities.com	Processing for Direct, IWS & TD
Anida Reese	Account Transfers Processor	954-670-8706	954-337-5851	areese@kovacksecurities.com	Transfer Processing for Pershing, NFS, IWS & TD
	Account Transfers			accounttransfers@kovacksecurities.com	
	Group	954-358-2836		accountservices@kovacksecurities.com	

Advisory Services Department

Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Michel Tsaparis	Vice President of Advisory Services	954-670-8707		michel@kovackadvisors.com	Oversee Day-to-day Operations
Peter Monks	Development Consultant	954-670-0624		pmonks@kovackadvisors.com	Advisory Product Support and Training
Holly Scott	Advisor Relations Associate	954-670-0606	954-337-5931	hscott@kovacksecurities.com	Advisory Account Updates and Advisor Support
	Advisory Services Group	954-358-2837		KAIGroup@kovackadvisors.com	

Trading Department

Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Greg Heinrich	Vice President of Trading	954-670-8708		greg@kovackadvisors.com	Trade Desk Supervisor
Michelle Rogers	Director of Fixed Income Trading	954-670-0604	954-343-1086	mrogers@kovacksecurities.com	Fixed Income Trader
Laurie Hlavaty	Trade Desk Associate	954-670-8130	954-343-5553	laurie@kovacksecurities.com	Pershing, NFS, IWS Trade Support
Jay Oquendo	Trade Desk Associate	954-670-8135		joquendo@kovacksecurities.com	Fixed Income Trade Support
Lauren Smith	Trade Desk Associate	954-670-0605	954-337-3798	lsmith@kovackadvisors.com	Pershing, NFS, IWS Trade Support
	Trading Group	954-358-2838		trading@kovackadvisors.com	

Home Office Contact List

Compliance Department					
Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Rick Slavik	Supervision KSI/ Chief Compliance Officer KAI	954-670-8149	954-333-5008	rslavik@kfn.com	Supervision of RR's Primary
Jeff Miller	Vice President of Supervision	954-358-2877	954-337-2704	jmiller@kfn.com	Supervision of Trade Surveillance
	Regulatory Group	954-358-2842			
Vivian Torres	OSJ Supervisor-Puerto Rico	787-502-5518		vtorres@kovacksecurities.com	Supervisor for all Puerto Rico Offices
Andrew Wolfe	AML Compliance Officer	954-670-0612	954-839-9451	awolfe@kovacksecurities.com	Supervision of AML
	AML Group	954-358-2846		aml@kovacksecurities.com	
Cecilia Mercado	Vice President of RIA Compliance	954-358-2871		cmercado@kovacksecurities.com	Supervisor of Advisory
Amy Towle	General Counsel	954-670-0593	954-343-1152	atowle@kovacksecurities.com	Legal, Branch Audits
Jordan Cushner	Assistant General Counsel	954-670-8133		jcushner@kovacksecurities.com	FINRA and State Legal and Regulatory Matters
Kendrea Lopez	Compliance Officer	954-670-0618	954-839-9430	kendrea@kovacksecurities.com	supervision of Advertising, KSI, KAI, Social Media
Samantha Alford	Compliance Associate	954-358-2864		salford@kovacksecurities.com	Advisory Support
Darlene Lynch	Compliance Assistant	954-670-8146		darlene@kovacksecurities.com	Regulatory Continuing Education, Admin Support and Mail Processing
Dawn Bliss	Registration & Licensing Coordinator	954-670-8136	954-343-1083	dawn@kovacksecurities.com	CRD Registration for KSI, KIS, KAI
	Registration Group	954-358-2847			
	Advertising Group	954-358-2840			
	Compliance Group	954-358-2863	954-343-1142	compliance@kovacksecurities.com	

Ben Weinstock	V.P. of New Business	954-670-8142	954-343-0207	bweinstock@kovacksecurities.com	Supervision of New Business Principal Approval
Pamela Boodhoo	New Accounts Principal	954-670-0600	954-343-1020	pboodhoo@kovacksecurities.com	Principal Approval of New Accounts
Michelle Castrillon	New Accounts Principal	954-670-8719	954-337-3143	mcastrillon@kovacksecurities.com	Principal Approval of New Accounts
	New Accounts Principal Group	954-358-2839			

Home Office Contact List

Commissions Department

Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Paul Wackes	Director of Commissions	954-670-8137	954-343-8720	paul@kovacksecurities.com	Supervision of Commissions and Advisory Fees
Mishante Gervais	Advisory Billing Specialist	954-670-8148		mgervais@kovacksecurities.com	Advisory Billing
Aleshia Buskirk	Commissions Specialist	954-670-8139	954-337-5934	abuskirk@kovacksecurities.com	Direct Business Commissions
Sam Teran	Commissions Processor	954-670-8137	954-337-0348	steran@kfn.com	Assists in Processing Commissions
Teresa Veras	Accounting Assistant	954-670-8132	954-839-9427	tveras@kfn.com	Assists in Accounting Projects
	Commissions Group	954-358-2861			

Business Development/Transitions Department

Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Chris Yarosh	V.P. of Practice Mgmt Marketing Coordinator	954-847-8648	954-333-6921	cvarosh@kovacksecurities.com	Oversees Insurance Marketing & Product Due Diligence Conference Coordinator
Mindy Marble	Sr. Transition Coordinator	954-670-8131		mindy@kovacksecurities.com	New Representative Transition Coordinator
Debbie Eppolito	Advisor Relations Associate	954-670-0599	954-337-5945	debbie@kovacksecurities.com	Assists new advisors during transition or with escalated issues
Jennifer Pollak				jpollak@kovacksecurities.com	

Technology Services Department

Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Keith Hlasny	Director, Vendor Technology Solutions	954-670-8714		khlasny@kfn.com	Technology Department Supervisor
Regina Schumaker	Senior Software Support Specialist	954-670-0621	954-343-1082	regina@kovackadvisors.com	Docupace & Software Technology Support
Mollie Levinson Stow	Docupace Support Specialist	954-670-0611		mollie@kovacksecurities.com	Docupace Support
Hannah Dadisman	Docupace Support	954-670-8712	954-839-9428	hdadisman@kovacksecurities.com	Docupace & 3rd Party Technology Support
Natashaw Mangal	Docupace Support	954-670-8713	954-337-2254	nmangal@kovacksecurities.com	Docupace & 3rd Party Technology Support
	Docupace Group	954-358-2862		docupacesupport@kovacksecurities.com	
Jeff Welch	Director of IT Services	954-670-8140		Jeff@kfn.com	Director of IT
Alex Zaiarnyi	Sr. Technical Engineer	954-670-8705		azaiarnyi@kovacksecurities.com	Overall technical support
Ben Maggio	Implementation Specialist			bmaggio@kfn.com	Implementation of special projects

Misc. Department

Name	Title	Direct Number	Fax Number	Email Address	Primary Responsibilities
Stacie Kovack	(Home Office Staff Only)	931-372-8487	931-854-1678	stacie@kovacksecurities.com	HR Director
Valerie Covalt	Receptionist	954-782-4771		valerie@kovacksecurities.com	Receptionist

Best Practices – New Accounts

- ▶ Provide Form CRS and document in Tracker BI
- ▶ Submit new accounts through Docupace
- ▶ Check InTouch KSI Forms for paperwork required for each type of business
- ▶ Refer to the Direct Business New Account Requirements Checklist
- ▶ Index checks under Field Office and complete Check Blotter Fields
- ▶ Source of Funds required for Direct Business Submissions
- ▶ Type applications to reduce errors
- ▶ Use correct Rep Code for type of business or split business
- ▶ Submit DOL PTE Rollover Analyzer Report with all Qualified Transfers/Rollovers

Best Practices - Cashiering

- ▶ Set up Standing Instructions and AMA (if applicable)
- ▶ Utilize Mobile Check Deposit (clearing firm limits)
- ▶ Refer to Cashiering Guide for each clearing firm
- ▶ Utilize ICP (Fidelity) and Asset Movement (Pershing)
- ▶ Always confirm all money movement requests verbally with client
- ▶ Fraud Trends
- ▶ Understand Kovack's Recorded Call policy
- ▶ Set up Alerts
- ▶ DOL PTE Rollover Analyzer Report must be approved by Compliance prior to depositing rollover checks.

Electronic Signatures

- Available through Docupace (SIGNiX)
- Signature pads, signature images on PDF and any other electronic signatures are not accepted
- We can only use cell phone and e-mail address on file
- Clearing firms have some limitations but accept most forms
- Direct business sponsors may not accept electronic signatures OR may require their own to be utilized – *Sponsor paperwork only*
- IWS doesn't accept electronic signature through SIGNiX

New Accounts and Cashiering: What is on the horizon

- ▶ Capability for investors to submit limited money movement requests.
- ▶ Usage of TAMPs e-signature process including KSI New Account Paperwork making a single end client e-sign experience.
- ▶ Usage of Fidelity IWS' DocuSign e-signature process for New Accounts, ACATs and Cashiering requests



New Accounts Department

WINNAA WRIGHT-SENIOR VICE PRESIDENT OF OPERATIONS &
DOMINIQUE DOWLING-NEW ACCOUNTS TEAM LEAD

New Accounts Department Contacts

- **Winnaa Wright** – Sr. Vice President of Operations
- **Dominique Dowling** – New Accounts Team Lead
- **Alexandra Catalan**– Brokerage New Accounts Processor
- **Lauren Gilbert** – Brokerage New Accounts Processor
- **Dorothy Gilbert**– Direct Business New Accounts Processor
- **Janine Valdivia**– Direct Business New Accounts Processor
- **Angela Wackes** – New Accounts Processor

New Accounts E-mail – newaccounts@kovacksecurities.com

New Accounts Workflow

New Accounts Prescreen – Processor
(Review and verify forms submitted)



New Accounts Principal - Compliance
(Approve/NIGO)



New Account Processing - Processor
(Open Account and send forms to applicable teams)

New Account Submission

➤ **Docupace Submission/Email:**

newaccounts@kovacksecurities.com

➤ **Brokerage Account:**

- Form CRS
- New Account Paperwork
- Reg BI Forms
- ACAT Form & Statement (if applicable)
- Brokerage Features (i.e. Margin, Options, Checkwriting)
- Standing Instructions for Cashiering (copy of voided check req)
- Copy of Check Deposit (if applicable)

New Account Submission

➤ **Direct Business:**

- Form CRS
- New Account Paperwork
- Copy of Check Deposit (if applicable)
- Transfer paperwork with statement (if applicable)

➤ **Direct Business Additional Investments:**

- Alternative Investment Additional Investment Form
- Variable Annuity Additional Contribution Form (\$15K)
- All other additional deposits to be sent direct
- Please do not send checks to the Home Office

NFS New Account Requirements

➤ **Non-qualified Accounts**

- Brokerage New Account Application
- Reg BI Forms

➤ **Qualified Accounts**

- Premiere Select IRA Application Kit
- Reg BI Forms

➤ **Entity Accounts**

- Brokerage New Account Application
- Reg BI Forms
- NFS Entity Form – Corp Resolution, Trustee Certification, LLC Agreement or Partnership Agreement
- Copy of the legal document showing the authorized signer

- Investment Management Agreement is required for RIA accounts and the NFS Fee Request Form is required for Qualified RIA accounts
- KAI ADV Part 2A, Advisor's Supplemental Brochure, and 3rd Party Manager's ADV Part 2A (if applicable)

NFS Common NIGO's

➤ Country of Citizenship & Country of Tax Residency

2. IRA Owner

If this is a BDA for a non-individual, the authorized individual's information must be provided here. Section 4 and/or 5 must also be completed for IRAs for minors and for BDAs with multiple authorized individuals.

Enter full name as evidenced by a government-issued unexpired document (e.g., driver's license, passport, permanent resident card).

Personal Information

First Name		Middle Name	Last Name	
Date of Birth MM DD YYYY		Email		
Daytime Phone	Evening Phone		<input type="checkbox"/> Single/Divorced/Widowed	# of Dependents
			<input type="checkbox"/> Married	
Country of Citizenship			Country of Tax Residency	
<input type="checkbox"/> SSN	<input type="checkbox"/> TIN	Social Security/Taxpayer ID Number	Type of Government-Issued ID	ID Number
State/Country of ID Issuance	ID Issuance Date	ID Expiration Date		

NFS Common NIGO's

➤ Same as legal address check box

Legal Address

Cannot be a P.O. Box
or Mail Drop.

Address Line 1		Address Line 2	
City	State/Province	Zip/Postal Code	Country

Mailing Address

Complete only if
different from Legal
Address above.

<input type="checkbox"/> Same as Legal Address			
Address Line 1		Address Line 2	
City	State/Province	Zip/Postal Code	Country

NFS Common NIGO's

- If employment status is retired or not employed must provide source of income

Employer Information and Affiliations

Check one. Employed Retired Not Employed

Provide Source if not employed.

Occupation	Income Source	Employer Name

Address Line 1	Address Line 2

City	State/Province	Zip/Postal Code	Country

Not applicable and You are, or an immediate family/household member is, a senior foreign political figure.

NFS Common NIGO's

- If Special Expenses is zero – Timeframe for Special Expenses should not be completed

6. Suitability

Financial Position Choose the range that best describes your situation or provide the dollar amount.

Annual Income

From all sources

- \$0-\$25,000
- \$25,000-\$50,000
- \$50,000-\$100,000
- Over \$100,000

\$

Estimated Net Worth

Excluding primary residence

- \$0-\$50,000
- \$50,000-\$100,000
- \$100,000-\$500,000
- Over \$500,000

\$

Investable/Liquid Assets

Including cash and securities

- \$0-\$50,000
- \$50,000-\$100,000
- \$100,000-\$500,000
- Over \$500,000

\$

Federal Tax Bracket

- 0%-15%
- 21%-27½%
- Over 27½%

Account Funding Source

Check all that apply.

- Asset appreciation
- Business revenue
- Inheritance
- Legal/insurance settlement
- Sale of assets
- Savings from earnings
- Other

Other

Annual Expenses

Recurring

- \$0-\$50,000
- \$50,000-\$100,000
- \$100,000-\$250,000
- \$250,000-\$500,000
- Over \$500,000

\$

Special Expenses

Future and non-recurring

- \$0-\$50,000
- \$50,000-\$100,000
- \$100,000-\$250,000
- Over \$250,000

\$

Timeframe

Required for Special Expenses

- Within 2 years
- 3-5 years
- 6-10 years

NFS Common NIGO's

- Country of Citizenship should be completed for the beneficiary
- Share percentage for the beneficiary should equal 100%

10. IRA Beneficiary/Successor Beneficiary Designation *continued*

Primary Beneficiaries

For each beneficiary, check one and provide information. Social Security/Taxpayer ID Number or Date of Birth/Trust is required for each beneficiary. Use percentages only, not dollar amounts. If beneficiary is a trust,

<input type="checkbox"/> Spouse <input type="checkbox"/> Non-Spouse <input type="checkbox"/> Trust <input type="checkbox"/> Entity	Beneficiary Name			<input type="checkbox"/> Per Stirpes
	<input type="checkbox"/> SSN <input type="checkbox"/> TIN	Social Security/Taxpayer ID Number	Date of Birth/Trust MM DD YYYY	Share Percentage %
	Country of Citizenship/Organization		Name of Trustees if applicable	
	Beneficiary Name			

NFS SIMPLE IRA Plan Manager

- ▶ New tool to simplify process of contributing to SIMPLE IRA plans.
- ▶ Eliminates the need for submitting checks and splitting them to various participant accounts.
- ▶ EFT bank instructions linked to employer Funding Account.
- ▶ Employer sets contributions through www.wealthscapeinvestor.com
- ▶ Forms
 - ▶ SIMPLE IRA Plan Manager Enrollment Kit (existing accounts)
 - ▶ SIMPLE IRA Employer Application Kit (new plans)

NFS 529 Plans

- ▶ Available Funds:
- ▶ Fidelity Advisor Plan (NH)
 - ▶ American Funds (VA)
 - ▶ BlackRock Plan (OH)
 - ▶ Invesco (RI)

NFS CAIS Requirements

- Due to a new FINRA rule, clearing firm applications have been updated to satisfy the new FINRA CAIS requirement. The following fields will need to be completed for Authorized Individuals as they feed into the FINRA CAT CAIS system.
 - Accredited Investor
 - Associated with a U.S. registered Broker-Dealer that is different than the Broker-Dealer that will hold this account
 - Employed or associated with the Broker-Dealer that will hold this account
 - Associated with a U.S. Registered Investment Advisor

Income Source, Affiliations, and Associations *Industry regulations require us to ask for this information.*

Check one. Employed Retired Not Employed

Provide Income Source if retired or not employed.

Occupation	Income Source	Employer Name	
Address Line 1		Address Line 2	
City	State/Province	Zip/Postal Code	Country

Check all that apply.

- You are an accredited investor, as defined in Rule 501(a) of the Securities Act of 1933.
- You are associated with a U.S. registered Broker-Dealer that is different than the Broker-Dealer that will hold this account.
- You are employed by or associated with the Broker-Dealer that will hold this account, as defined in Section 3(a)(18) of the Securities Exchange Act of 1934.
- You are associated with a U.S. Registered Investment Advisor.

NFS CAIS Requirements

- The following fields will need to be completed for Entities as they feed into the FINRA CAT CAIS system.
 - Accredited Investor
 - U.S. Registered Broker-Dealer
 - U.S. Registered Investment Advisor
 - U.S. Registered Investment Company

6. Entity Account Information

Enter full entity name as evidenced by the relevant formation document (e.g., trust document, partnership agreement, corporate resolution).

* For foreign entities ONLY.
If providing a SSN, ensure that the person who is associated with the SSN is listed on this application.

Check any that apply. ▶ Entity is a:

Entity/Trust Name		Date of Trust
Taxpayer ID Number	Required <input type="checkbox"/> SSN <input type="checkbox"/> EIN <input type="checkbox"/> ITIN	Country of Organization
Type of Government-Issued ID*	ID Number*	
Country of ID Issuance*	ID Issuance Date*	ID Expiration Date*

Accredited Investor
 U.S. Registered Broker-Dealer
 U.S. Registered Investment Advisor
 U.S. Registered Investment Company

Legal Address

Pershing New Account Requirements

➤ **Non-qualified Accounts**

- Pershing New Account Agreement
- Reg BI Forms

➤ **Qualified Accounts**

- Pershing New Account Agreement
- Reg BI Forms
- Adoption Agreement
- Simple IRA provide 5304
- Sep IRA provide 5305

➤ Investment Management Agreement is required for RIA accounts

➤ KAI ADV Part 2A, Advisor's Supplemental Brochure, and 3rd Party Manager's ADV Part 2A (if applicable)

➤ **Entity Accounts**

- Pershing New Account Agreement
- Reg BI Forms
- Pershing Entity Form – Corporate Resolution, Non-Corporate Resolution, Trustee Certification, LLC Agreement or Partnership Agreement
- Copy of the legal document showing the authorized signer

Pershing Common NIGO's

- Country of Citizenship
- Cash Management section has to be completed. If this section is not completed, you must complete the applicable Cash Management Selection Addendum
- Time horizon must be in dd/mm/yyyy format
- Adoption Agreement must have the DOB completed for the beneficiary

Additional Notes

- When creating a draft please be sure to provide the account number on page one of the New Account Application
- Client/Entity Profile Form is not required

Pershing Loan Advanced Program (NPL)

- ▶ Gives client ability to access a line of credit by pledging eligible assets held at Pershing.
- ▶ Loan purpose cannot be used for purpose of purchasing, carrying or trading in securities.
- ▶ A separate loan account is established in a NPL office range
- ▶ Loan Advanced Checkwriting feature can be added
- ▶ Loan Advanced is not approved for clients in certain countries

IWS & TD Account Documentation

- Client/Entity Profile Form is required
- IWS New Account Paperwork has now been added to KSI InTouch
- IWS now requires E-mail and cell phone number for all new accounts
- Be sure to pull all New Account Applications for TD Ameritrade from TD Ameritrade website
- Investment Management Agreement is required per account

IWS CAIS Requirements

- Due to a new FINRA rule, clearing firm applications have been updated to satisfy the new FINRA CAIS requirement. The following fields will need to be completed for Authorized Individuals as they feed into the FINRA CAT CAIS system
 - Employed/associated with a Registered Investment Advisor
 - Employed/associated with a Broker Dealer

Income Source *Industry regulations require us to ask for this information.*

Check one. Employed Self-Employed Retired Not Employed

Employer Name		Occupation	
Employer Address			
City	State/Province	Zip/Postal Code	Country

Check here if you are employed/associated with a Registered Investment Adviser

Check here if you are employed/associated with a Broker-Dealer

IWS CAIS Requirement

- The following fields need to be completed for Entities as they feed into the FINRA CAT CAIS system.
 - Registered Investment Adviser
 - Registered Investment Company
 - Broker-Dealer

Type of Registration and Federal Tax Classification Check one type only and fill in applicable blanks.

"Corporation" includes any for-profit or nonprofit entity that is incorporated. Consult your Authorized agent(s)/ Advisor(s) or state tax officials for information on state account ownership laws.

<p>Response Required Check one:</p>	<p>All Entities: Not applicable for Sole Proprietorship. Indicate the status of the business and review the Beneficial Ownership section for additional requirements.</p> <p><input type="checkbox"/> Operating <input type="checkbox"/> Non-Operating</p> <p>Examples of Non-Operating include, but are not limited to, Holding Company, Personal Investment Vehicle, Personal Investment Company, Shell Company, or similar.</p>										
<p>Select only one registration and federal tax classification type in this section.</p>	<p>Corporation taxed as:</p> <p><input type="checkbox"/> C-Corp <input type="checkbox"/> Exempt Payee Code* <input type="checkbox"/> S-Corp <input type="text"/></p>	<p>LLCs taxed as:</p> <p><input type="checkbox"/> C-Corp <input type="checkbox"/> Partnership <input type="checkbox"/> S-Corp <input type="checkbox"/> Sole Proprietorship</p>	<p><input type="checkbox"/> Partnership <input type="checkbox"/> Unincorporated Business (not for LLCs) <input type="checkbox"/> Sole Proprietorship</p>								
<p>* For a list of applicable codes, refer to the Backup Withholding Exemption Codes document at the end of this application. Note: If tax-exempt 501(c)(3) status, write in 501(c)(3).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Enter Full Entity Name as evidenced by the relevant formation document</td> <td style="width: 50%;">Country where organized</td> </tr> <tr> <td>Business Name/Disregarded Entity if different from above</td> <td>Taxpayer ID Number**</td> </tr> <tr> <td colspan="2" style="text-align: right;">Required</td> </tr> <tr> <td colspan="2" style="text-align: right;"><input type="checkbox"/> SSN <input type="checkbox"/> EIN <input type="checkbox"/> ITIN</td> </tr> </table>			Enter Full Entity Name as evidenced by the relevant formation document	Country where organized	Business Name/Disregarded Entity if different from above	Taxpayer ID Number**	Required		<input type="checkbox"/> SSN <input type="checkbox"/> EIN <input type="checkbox"/> ITIN	
Enter Full Entity Name as evidenced by the relevant formation document	Country where organized										
Business Name/Disregarded Entity if different from above	Taxpayer ID Number**										
Required											
<input type="checkbox"/> SSN <input type="checkbox"/> EIN <input type="checkbox"/> ITIN											
<p>** SSN or ITIN if sole proprietor with no EIN. Single member LLCs that are disregarded entities for tax purposes must enter the TIN of the tax owner of LLC.</p>											
<p>Check all that apply. <input checked="" type="checkbox"/> Registered Investment Adviser <input checked="" type="checkbox"/> Registered Investment Company <input checked="" type="checkbox"/> Broker-Dealer</p>											

Address of Record

Direct Business New Account Paperwork

- Client Profile / Entity Profile / Defined Benefit & 401k
- KSI Product New Account Form
- Applicable Reg BI Forms
- Additional Investments
 - VA Additional Investment (15K and up)
 - AI Additional Investment (all add-on amounts)
- KSI Optional Forms
 - Client Switch Letter
 - Rollover Analyzer Report
- Sponsor Company Application
- Case by Case:
 - Source of funds (check, statement, wire req)
 - Brokerage Forms for AI Orders if applicable
 - State Suitability Questionnaire for Annuities
 - Morningstar Annuity Intelligence Reports

Change of Broker/Dealer Form

- **Docupace Submission/Email:** cod@kovacksecurities.com
- CPF / EPF / Defined Benefit Form
- KSI Change of Dealer Form
- One form per sponsor company
- Recent Account statement
- Sponsor company form if required

Foreign Accounts

➤ Foreign Accounts:

- **Enhanced Due Diligence Form** – Required for all new foreign client. Also required for existing clients that have not completed this form.
- **Anticipated Account Activity Form** – Required for existing Foreign clients opening a new account. The Enhanced Due Diligence Form must be on file.
- Non-expired passport showing full MRZ number
- Copy of ID bearing US residency status or US Gov Issued ID (for residents of the US)
- Copy of utility bill or bank statement verifying legal foreign address (for non US residents)
- W-8 is required (if mailing address is in a different country, letter of explanation required)
- Supporting legal documentation in English, if applicable
- Venezuela Sanctions Certification Form

Additional Notes

- UGMA/UTMA – Minor(s) required to be listed on CPF
- 529 – Beneficiary not required on CPF
- Alternative Investments – Complete AI Insight Test
- VA – Morningstar Reports
- Photo ID for CIP Verification
- Make sure current forms are completed



Cashiering Department

WINNAA WRIGHT-SENIOR VICE PRESIDENT OF OPERATIONS &

LORELEI FLUECK- CASHIERING TEAM LEAD

Cashiering Department Contacts

- **Winnaa Wright** -Sr. Vice President of Operations
- **Lorelei Flueck** -Cashier Team Lead
- **Amy Oquendo** -Cashiering Principal
- **Teresa Herrera** -Cashiering Principal
- **Joe Cintron** -Cashier (NFS/IWS/TD)
- **Nadia Vincent** -Cashier (Pershing)
- **Dianelys Ventura** –Cashier (NFS/IWS/Pershing)

cashiering@kovacksecurities.com

Cashiering Procedures: Deposits

➤ Deposits

○ Check Deposits

- Acceptable Payee:
 - NFS/Pershing/Fidelity Investments FBO Client
 - Exact Client Registration or Trustee of Trust (endorsement required for Fidelity deposits)
- Acceptable Instruments:
 - Checks, Cashier's Checks with proof of remitter
 - » Pershing generally does not accept cashier's checks under \$10,000.
- Unacceptable Instruments :
 - Cash, Money Orders, Starter Checks, Foreign Checks, Counter Checks, Credit Card Checks, Cashier's Checks without a remitter

Mobile Deposits

Benefits:

Same day deposit if submitted IGO by 3 pm

Reduces overnight delivery fees

Eliminates having to track down an overnight package

Mobile Deposit Threshold:

Fidelity NFS:

\$100,000 Investor; \$500,000 Registered Rep

Fidelity IWS:

\$100,000 Investor; \$500,000 Registered Rep

A single check can be split up to 999 brokerage accounts

Pershing:

\$100,000 Investor; \$1,000,000 Registered Rep

A single check can be split up to 20 brokerage accounts

Cashiering Procedures: Deposits

- EFT - voided check, deposit slip or statement required for set up
 - Fidelity –
 - 1st Party and 3rd Party Common allows deposits and disbursements.
 - 3rd Party only allows disbursements
 - Pershing
 - ACH Authorization Form requires selection of deposits or disbursements OR both.
 - All clients on brokerage account and bank account must sign
 - Incoming deposits capped at \$100,000 per day
- Incoming Wires
 - 3rd Party requires reason and relationship
 - May require supporting documentation

Cashiering Procedures: Withdrawals

➤ **Withdrawals**

○ Checks

- IRA Distribution Form for Qualified Accounts
- 1st Party over \$100,000 requires signature (non qualified)
- 3rd party requires signature, reason and relationship, AML approval (possible documentation), and possible client call

○ Wires

- Wire Request Form/IRA Distribution Form
- Recorded Calls to phone # on file
- 3rd party requires reason and relationship
- AML approval (possible documentation)

Standing Instructions

- **Gives representatives the ability to request 1st or 3rd party money movement without requiring a letter of instruction each time**

Fidelity NFS/IWS:

- Non-Qualified/Qualified - Standing Payment Form
- NFS/IWS AMA (NFS Qualified only)
 - Level 1 Only (Level 2 not permitted)

Pershing:

- Written LOI and/or ACH Authorization form
- IRA distribution form w/ Standing Tax Withholding

Wealthscape Integrated Cashiering Platform (ICP)

- Allows users the ability to submit requests directly in Wealthscape
 - Check, EFT, Journal, Standing/Periodic Instructions
 - Letters of authorization will be uploaded
 - View all cashiering transactions, standing instructions, periodic plans

NetX360 Asset Movement

- Allows users the ability to submit requests directly in NetX
 - Check, EFT, Journal, Standing/Periodic Instructions
 - Letters of authorization will be uploaded
 - View all cashiering transactions in Work Status (Service & Operations>Work Items>Work Status)
 - Standing Instructions and Periodic Plans can be viewed in Profile tab in NetX 360.

Pershing - Upload Documents to Client Account

- ▶ Go to Account > Documents > Imaged Documents > Upload Documents

The screenshot displays the NETX360 web application interface. The top navigation bar includes the NETX360 logo, a menu, favorites, a search bar, and user information (LORELEI FLUEK). The account information section shows 'Account: 7R3000000' and 'KOVACK SECURITIES INC'. The main content area is titled 'Document Center | E-Document Suite™' and includes a navigation menu with 'Imaged Documents' highlighted. Below this, there is a section for 'Albridge Business' with a 'Criteria' dropdown and a '312 Documents found for '7R3000000'' summary. A table of documents is displayed with columns for Document Type, Organization, Status, Batch Name, Mode of Receipt, Page Count/Doc Size, Received Date/Time, and Document ID. The 'Documents' menu item in the left sidebar is highlighted, and the 'Upload Documents' button in the top right of the document list area is also highlighted.

Document Type	Organization	Status	Batch Name	Mode of Receipt	Page Count/Doc Si...	Received Date/Time	Docum...
1 Service Center Request	7R3000000	Saved	Web Service_02/10/2023 15:...	WEB SERVICE	10 kb	02/10/2023 15:17...	8068781
2 Service Center Request	7R3000000	Saved	Web Service_01/12/2023 13:...	WEB SERVICE	10 kb	01/12/2023 13:27...	8067479
3 Service Center Request	7R3000000	Saved	Web Service_12/08/2022 14:...	WEB SERVICE	10 kb	12/08/2022 14:26...	8065997
4 Service Center Request	7R3000000	Saved	Web Service_11/10/2022 11:...	WEB SERVICE	10 kb	11/10/2022 11:48...	2028381
5 Ret. Mail w/o Mailing Addr	7R3000000	REJECTED - Ex...	RMPER102104LM	MAIL	307 kb	10/21/2022 14:43...	8064661
6 Service Center Request	7R3000000	Saved	Web Service_10/11/2022 14:...	WEB SERVICE	10 kb	10/11/2022 14:34...	8064211
7 Service Center Request	7R3000000	Saved	Web Service_09/09/2022 16:...	WEB SERVICE	10 kb	09/09/2022 16:51...	8063031
8 990T TAX	7R3000000	Saved	A0909707	MAIL	33 kb	09/09/2022 10:21...	8063001
9 Checks	7R3000000	Saved	ONLINE DELIVERY_08/29/202...	ONLINE DELIVE...	21 kb	08/29/2022 16:17...	8062581
10 Service Center Request	7R3000000	Saved	Web Service_08/10/2022 15:...	WEB SERVICE	10 kb	08/10/2022 15:12...	8062131
11 Checks	7R3000000	Saved	ONLINE DELIVERY_08/01/202...	ONLINE DELIVE...	13 kb	08/01/2022 14:32...	8061741
12 Service Center Request	7R3000000	Saved	Web Service_07/12/2022 17:...	WEB SERVICE	10 kb	07/12/2022 17:11...	8061691

Pershing - Upload Documents to Client Account Continued

- ▶ Once in Upload Docs – select the document for upload
- ▶ Index Document by entering - Document Type and Account Number
- ▶ Click Upload or Upload ALL

The screenshot displays the NETX360 Albridge Business Process Management interface. The window title is "NETX360 Albridge Business Process Management". The interface is divided into three main sections:

- Step 1: Browse & Select Documents:** This section shows a file explorer view of the local file system. The "Documents" folder is selected, and a list of files is displayed. A yellow box highlights the "Select For Upload" button at the bottom of the file list.
- Preview:** This section shows a preview of the selected document, "ACH Authorization -J. Torres-Mangan". The preview content includes a navigation message: "Navigation to the webpage" and "What you can try: Retype the address."
- Step 2: Indexing:** This section contains a form for indexing the document. The form fields are: "Document Type" (set to "ACH Authorization Fc"), "Account Number" (set to "7R3000000"), "Document Desc", "Cusip Number", and "Tracking Number". A yellow box highlights the "Account Number" field. Below the form are buttons for "Copy", "Paste", "Clear Index", "Previous", "Next", and "Copy Index & Next".

At the bottom of the interface, there is a "Step 3: Upload" section. It shows a status message: "1 Document(s) are ready for upload". Below this message are two buttons: "Upload" and "Upload All", both highlighted in yellow.

Questions?

