Check Disbursements Reference Guide

This reference guide is used to instruct how to complete the Recurring and Ad Hoc Check Disbursements QForms.

NATIONAL ADVISORS TRUST

Check Disbursement Overview

Use the links below to navigate to example QForms and instructions on how to complete

- Recurring Check Disbursements QForm (Donor)
- Ad Hoc Check Disbursements QForm (Donor)

Recurring and Ad Hoc Check Disbursements
QForm: Three QForms are available for ad hoc and recurring disbursements depending on the Interested Party's relationship to the account: 1) Account Owner/Donor 2) Beneficiary 3) Other The process of filling out each QForm is the same
Before Beginning: Identify the Interested Party (IP) Number Select the correct form depending on the Interested Party receiving the disbursement
Example: This guide will use the Donor QForm as an example

*Note: There are separate resources available showing how to locate Interested Party codes in AddVantage.

Recurring and Ad Hoc QForm Highlights

- Submission Deadline: All disbursements must be submitted by 10:45 AM CST to be processed the same business day. Any QForm submitted after 10:45 AM CST will be processed the following business day
- When completing the QForm:
  - Grayed-out text is pre-populated and cannot be changed
  - **Bolded fields** are mandatory
  - All fields should be completed in UPPER CASE
  - Select a block number without an asterisk (e.g., 1* cannot be used)

If you need more information on how to complete the wire disbursements forms, please see the Client Check Disbursements training video.

RECURRING CHECK DISBURSEMENTS

Client Initiated-OnPlatformCustody-CK Request-Scheduled

Account
Interested Party
Relationship
Group RM
Refresh
Block Number

REMITTANCE DATE (1)
Total Amount field:
If fixed amount, enter ($) symbol before amount.
If percentage, (%) symbol required.
TOTAL AMOUNT (2)
PORTFOLIO (22)
Only enter Principal and Income Amounts below if Portfolio = Combined and total amount is not a %
PRINCIPAL AMOUNT (34)
INCOME AMOUNT (35)
REMITTANCE TYPE (4) CHECK
When paying a bill on behalf of Beneficiary or Donor, Tax Party is Required.
TAX PARTY CUSIP NUMBER (7)
DISBURSEMENT CODE (20)
TAX CODE (21)
DISPOSITION (23)
The first 2 lines of the Check Voucher Desc will appear on the face of the check.
VOUCHER DESCRIPTION
TRANSACTION DESCRIPTION
EXPIRATION DATE (30)
VALIDATE FORM CONTENT BY PREVIEWING PRIOR TO SUBMISSION

Queue | Preview | Clear | Save | Cancel

1. Insert **Account Number**
2. Insert **Interested Party**
   Note: Interested Party and Relationship must match
3. Click **"Refresh"**
4. Select **Block Number** without (*)
5. Update the default to **7 business days from today's date**
   Note: Click the "Month End" button to set remittances at the end of a month
6. Insert the **disbursement amount with a "$" sign**
7. Select "**Principal, Income, or Combined" portfolio**
   Note: If using "Combined," specify the amounts in the Principal and Income Amount
   Note: Available cash in the selected account (i.e., Principal, Income, or Combined) must be greater than the Total Amount
8. Select **Disbursement Code** by List Data by Code or Description
   Note: Corresponding text will appear in front of the transaction description. Do not repeat this text in the description field
9. Select the associated **Tax Code**
   Note: Codes listed from 890 to 983 are IRA-specific codes
10. Select the associated **Disposition** by List Data Code
    Note: Fees may apply depending on the option selected (e.g., overnight mail)
11. Click **"Preview"** to check for
12. Click **"Queue"** to submit form

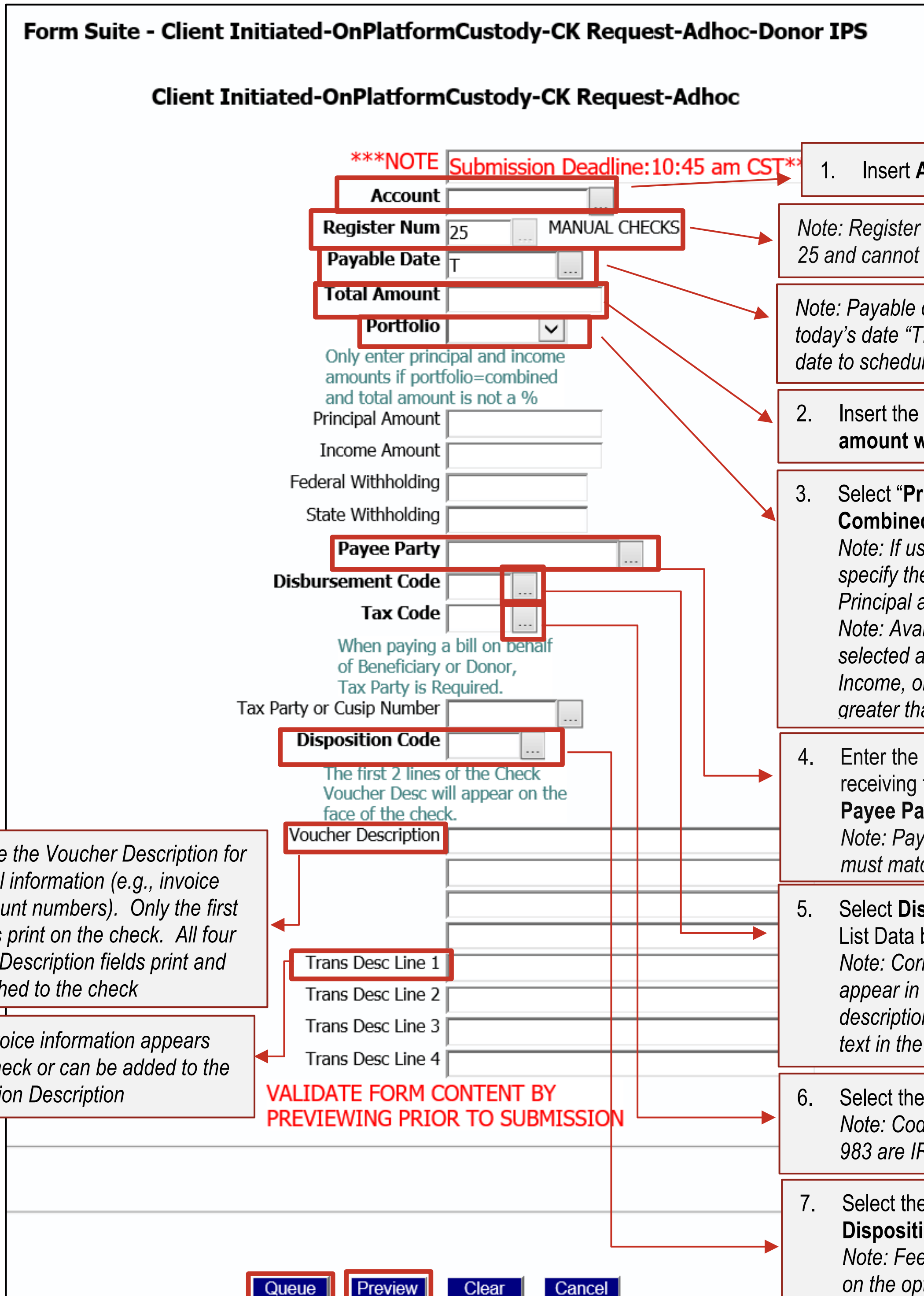
Note: Use the Voucher Description for additional information (e.g., invoice and account numbers). Only the first two fields print on the check. All four Voucher Description fields print and are attached to the check

Note: Transaction Description is limited to 32 characters and should be completed in UPPERCASE

Note: Invoice information appears on the check or can be added to the Transaction Description

Note: For Check Disbursements you may not need to go to the second page of the QForm. If the form is submitted, a message will appear asking to skip the second page or not

AD HOC CHECK DISBURSEMENTS



1. Insert **Account Number**

Note: Register Number will default to 25 and cannot be changed

Note: Payable date will default to today's date "T." Update to a future date to schedule a disbursement

2. Insert the **disbursement amount without a "$" sign**

3. Select "**Principal, Income, or Combined" portfolio**
   Note: If using "Combined," specify the amounts in the Principal and Income Amount
   Note: Available cash in the selected account (i.e., Principal, Income, or Combined) must be greater than the Total Amount

4. Enter the Interested Party receiving the disbursement in **Payee Party**
   Note: Payee Party and QForm must match

5. Select **Disbursement Code** by List Data by Code or Description
   Note: Corresponding text will appear in front of the transaction description. Do not repeat this text in the description field

6. Select the associated **Tax Code**
   Note: Codes listed from 890 to 983 are IRA-specific codes

7. Select the associated **Disposition** by List Data Code
   Note: Fees may apply depending on the option selected (e.g., overnight mail)

Note: Use the Voucher Description for additional information (e.g., invoice and account numbers). Only the first two fields print on the check. All four Voucher Description fields print and are attached to the check

Note: Invoice information appears on the check or can be added to the Transaction Description

8. Click **"Preview"** to check for

9. Click **"Queue"** to submit form