Disbursements Reference Guide

This guide will reiterate best practices, highlight key changes, and provide supplemental information to the training videos

Disbursement Overview

Use the links below to navigate to additional information and instructions on the following topics

- Disbursements QForms – Ad Hoc vs. Recurring
- Recurring Disbursement Reminders and Best Practices
- IRA Disbursement Steps
- Common Disbursement Codes in AddVantage
- Search for Disbursement Codes

Disbursement Submission Times

The cutoff time for processing disbursements the same business day is **10:45 AM CST** – Qforms submitted after this time are processed the next business day

Disbursement Fees

NATC charges an **$18.00 fee** for Wire Disbursements. Other fees may apply for certain Check Disbursement options (e.g., overnight mail)

Disbursements QForms

Disbursement QForms – Ad Hoc vs. Recurring

Disbursement QForms depend on the type of disbursement and if it is ad hoc or recurring. All Disbursement QForms are located under the **Form Suites** menu in AddVantage. The table below summarizes the name and location of all disbursement QForms. Note that QForms for Wire, Check, and ACH disbursements each have three versions of the QForm for Donor, Beneficiary, or Other Interested Parties. Ensure you know the relationship of the Interested Party receiving a disbursement ahead of time to identify the Interested Party (IP) Number and select the correct QForm.

Process	QForm Name (Ad hoc & Recurring)	Location
Wire Disbursement	*Client Initiated-OnPlatformCustody-Wire-Adhoc* and *Client Initiated-OnPlatformCustody-Wire-Scheduled*	Form Suites
ACH Disbursement	*Client Initiated-OnPlatformCustody-ACH-Adhoc* and *Client Initiated-OnPlatformCustody-ACH-Scheduled*	Form Suites
Check Disbursement	*Client Initiated-OnPlatformCustody-CK-Adhoc* and *Client Initiated-OnPlatformCustody-CK-Scheduled*	Form Suites
Cash Transfer Between Accounts	*Client Initiated-OnPlatformCustody-Cash Trfr Between Accts-Adhoc* and *Client Initiated-OnPlatformCustody-Cash Trfr Between Accts-Scheduled*	Forms > RM Account Transfer (*for ad hoc*) Forms > Master – Relationship (*for recurring*)
Portfolio Transfer Within an Account	*Client Initiated-OnPlatformCustody-Cash Trfr Same Account* and *Client Initiated-OnPlatformCustody-Cash Trfr Between Accts-Scheduled (this is used for transfers between and within accounts)*	Forms > Cash – Portfolio Transfer (for ad hoc) Forms > Master – Relationship (*for recurring*)

Recurring Disbursements

Recurring Disbursements Reminders and Best Practices

Recurring disbursements must be submitted **at least 7 business days from the current date.**

For disbursements that are required sooner, submit an ad hoc disbursement for the date needed and then set up a recurring disbursement for the desired future date.

For **recurring disbursements, include a "$"** sign in the **Amount** (shown below) – this is NOT needed for ad hoc disbursements.

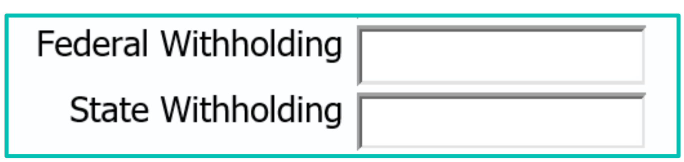
IRA Disbursements

IRA Disbursements Steps

IRA disbursements do not have a separate, unique QForm – **complete an IRA disbursement using any of the wire, ACH, or check disbursement QForms.**

The main difference when entering IRA disbursement is in the following fields: **Payee Party Number**, **Federal** and **State Withholding**, and **Tax Code** fields.

1. Start filling out the QForm as you would when submitting a non-IRA disbursement
2. Enter any amounts into the **Federal** and **State Withholding** fields (**only available on ad hoc QForms**), if applicable. Any value entered here will do a one-time 'override' of any Federal or State withholding values specified on the account (e.g., for example, the account may have a default of 20% Federal withholding, but you may enter a dollar amount different than 20% in the **Federal Withholding** field instead. This is a one-time 'override' and will not change the 20% value on the account)
3. If you do not want to specify withholding amounts different than the values on-record for the account, you may leave the **Federal** and **State Withholding** fields blank



4. Enter the Interested Party receiving the disbursement in the **Payee Party** field. However, for IRA disbursements you must enter a period followed by a letter signifying the Interested Party's relation to the account. For example, a Donor (Account Owner) Interested Party would be entered as "XXXXXX.D" to signify they are the Donor party

Interested Party Number.Relationship Code of Party to Account

(ex., 1234567.D)

5. The last part of an IRA disbursement that is different is the value for the **Tax Code** field. Tax Codes 891 through 983 are IRA-specific Tax Codes in AddVantage. The table below summarizes these IRA Tax Codes

Tax Code	Description
891	IRA DIST-QUAL FROM ROTH IRA
894	IRA DIST-DESIG ROTH-EARLY
896	IRA DIST-CHARITABLE
902	IRA DIST-REFUND EXC CONTR
910	IRA DIST-EXC CONTR IRS CODE P
939	IRA DIST-DIRECT RO TO IRA
971	IRA DIST-IRA/SEP/SIMP PREMAT
974	PARTIAL DISTR-IRA/SEP/SIMP DEATH
976	IRA DIST-TO ROTH UNDER 59 1/2
977	PARTIAL DISTR-IRA/SEP/SIMP NORM
983	PARTIAL DIST TO ROTH IRA-NORMAL

Disbursement Codes

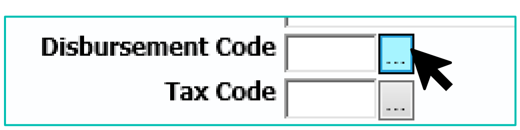
Common Disbursement Codes in AddVantage

A Disbursement Code determines the beginning part of the Transaction Description and will appear on statements. Below are the most common Disbursement Codes you may use in AddVantage.

Disbursement Code	Description
102	STATE PERSONAL INCOME TAX TO
103	FEDERAL PERSONAL INCOME TAX TO
104	QRTRLY ST EST FIDUCIARY INC TAX
106	STATE FIDUCIARY INCOME TAX TO
107	FEDERAL FIDUCIARY INCOME TAX TO
115	QRTRLY EST FIDUCIARY INCOME TAX
116	ESTIMATED TAX PAYMENT
135	AD VALOREM TAX TO
204	WIRE TRANSFER TO
600	DISTRIBUTION TO (EXTERNAL ACCT)
601	DISTRIBUTION TO (INTERNAL ACCT)
602	DISTRIBUTION TO (FIDUCIARY)

Search for Disbursement Codes

1. To view Disbursement Codes, click the ellipses (…) icon to the right of the **Disbursement Code** field.



2. On the pop-up window, select either **List Data by Code** or **List Data by Description** as shown below, then select **OK** to see a list of all codes and descriptions.