Interested Parties Reference Guide

This reference guide provides instructions on how to set up Interested Parties in AddVantage, including adding address and bank information.

Interested Parties Overview

Use the links below to navigate to an example FormSuite and instructions on how to complete it

- Interested Parties FormSuite

Interested Parties QForm Highlights

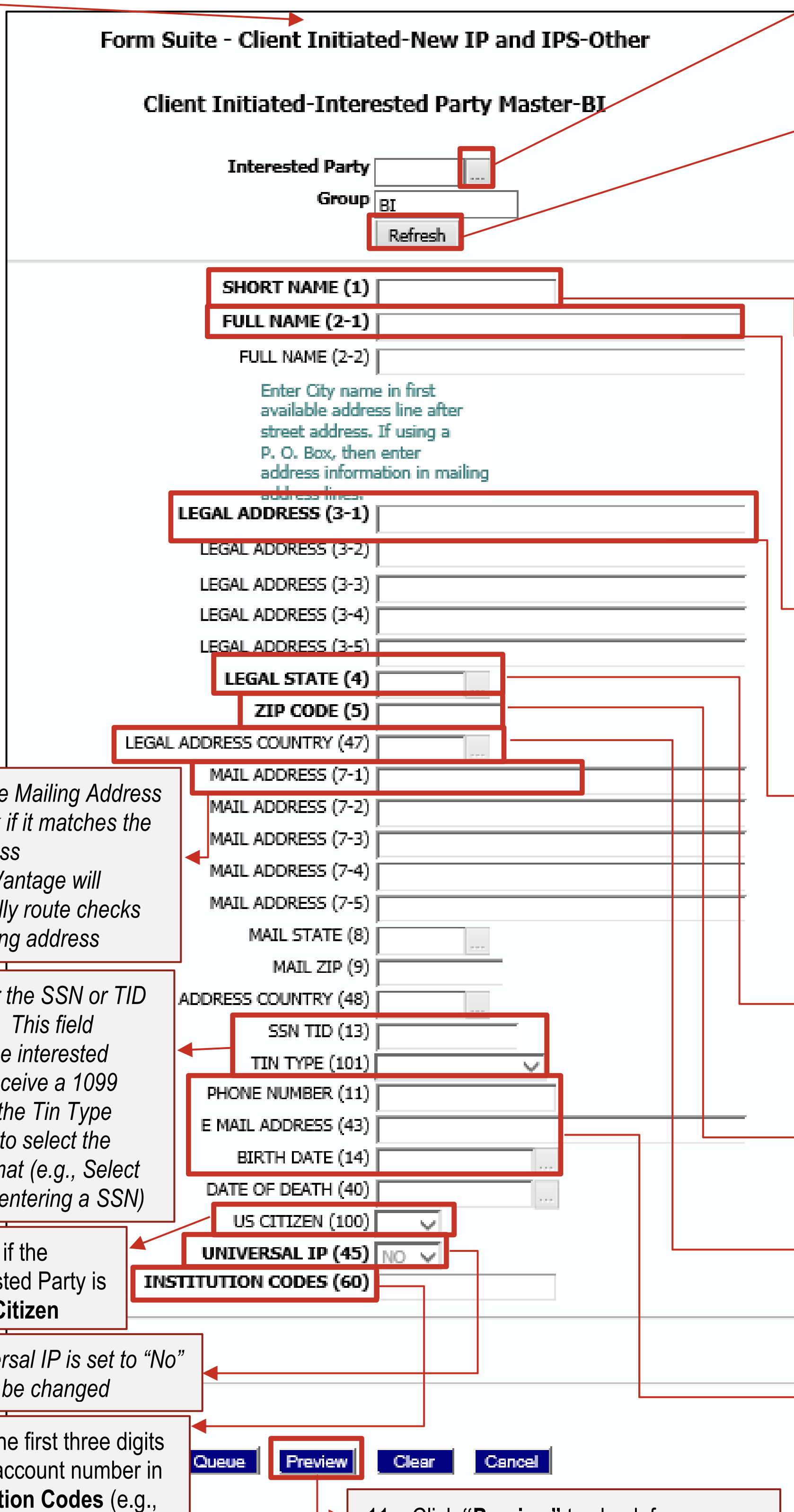
This FormSuite will be used to set up **Other Interested Parties** for **disbursements** in addition to the **Donor and Fiduciary Interested Parties** on file from account creation.

- **New Process:** This is a brand-new process for all clients and replaces the AdvisorDesk's Cashiering section to add bank or payee records.
- When completing the Form Suite:
    - Grayed-out text is pre-populated and cannot be changed
    - **Bolded fields** are mandatory
    - All fields should be completed in UPPER CASE

If you need more information on how to complete the Interested Parties Form Suite, please see the Interested Parties training video.

INTERESTED PARTIES

Page One – Client Initiated-Interested Party Master-BI


Form Suite - Client Initiated-New IP and IPS-Other

Client Initiated-Interested Party Master-BI

Interested Party ...
Group BI
Refresh

SHORT NAME (1)
FULL NAME (2-1)
FULL NAME (2-2)
Enter City name in first available address line after street address. If using a P. O. Box, then enter address information in mailing address lines.
LEGAL ADDRESS (3-1)
LEGAL ADDRESS (3-2)
LEGAL ADDRESS (3-3)
LEGAL ADDRESS (3-4)
LEGAL ADDRESS (3-5)
LEGAL STATE (4)
ZIP CODE (5)
LEGAL ADDRESS COUNTRY (47)
MAIL ADDRESS (7-1)
MAIL ADDRESS (7-2)
MAIL ADDRESS (7-3)
MAIL ADDRESS (7-4)
MAIL ADDRESS (7-5)
MAIL STATE (8)
MAIL ZIP (9)
ADDRESS COUNTRY (48)
SSN TID (13)
TIN TYPE (101)
PHONE NUMBER (11)
E MAIL ADDRESS (43)
BIRTH DATE (14)
DATE OF DEATH (40)
US CITIZEN (100)
UNIVERSAL IP (45) NO
INSTITUTION CODES (60)

Queue Preview Clear Cancel

[Next] [Last]

1. Click the ellipses (…) and select Auto Number to autogenerate a **new Interested Party number**
2. Click **"Refresh"**
   Note: After clicking Refresh, "New" will appear indicating a new Interested Party number was created
3. Enter the **Short Name** in the format of LAST NAME then FIRST NAME or the business name
   Note: This name displays when viewing the new Interested Party
   Note: This field is limited to 16 characters
4. Enter the Interested Party's **Full Name** in the format of FIRST NAME then LAST NAME
   Note: Enter any titles after their name on this line or the second Full Name field (e.g., "CPA")
5. Enter the street address of Interested Party's legal residence in the **Legal Address**. Enter the apartment or suite number in the next Legal Address field (if applicable), followed by the city
6. Input the **Legal State** abbreviation
   Note: If you do not know the state code, click the ellipses (…) and select List Data by Code
7. Enter the legal address **Zip Code** formatted as XXXXX-XXX or XXXXX

Note: Legal Address Country is used to enter a country code if the address is outside the US. If you do not know the country code, click the ellipses (…) icon and select List Data by Code

8. Add the **E-mail address**, **birth date**, and **US citizenship**

Note: Leave Mailing Address fields blank if it matches the legal address
Note: AddVantage will automatically route checks to the mailing address

Note: Enter the SSN or TID if available. This field applies if the interested party will receive a 1099 form. Use the Tin Type drop-down to select the correct format (e.g., Select "SS" when entering a SSN)

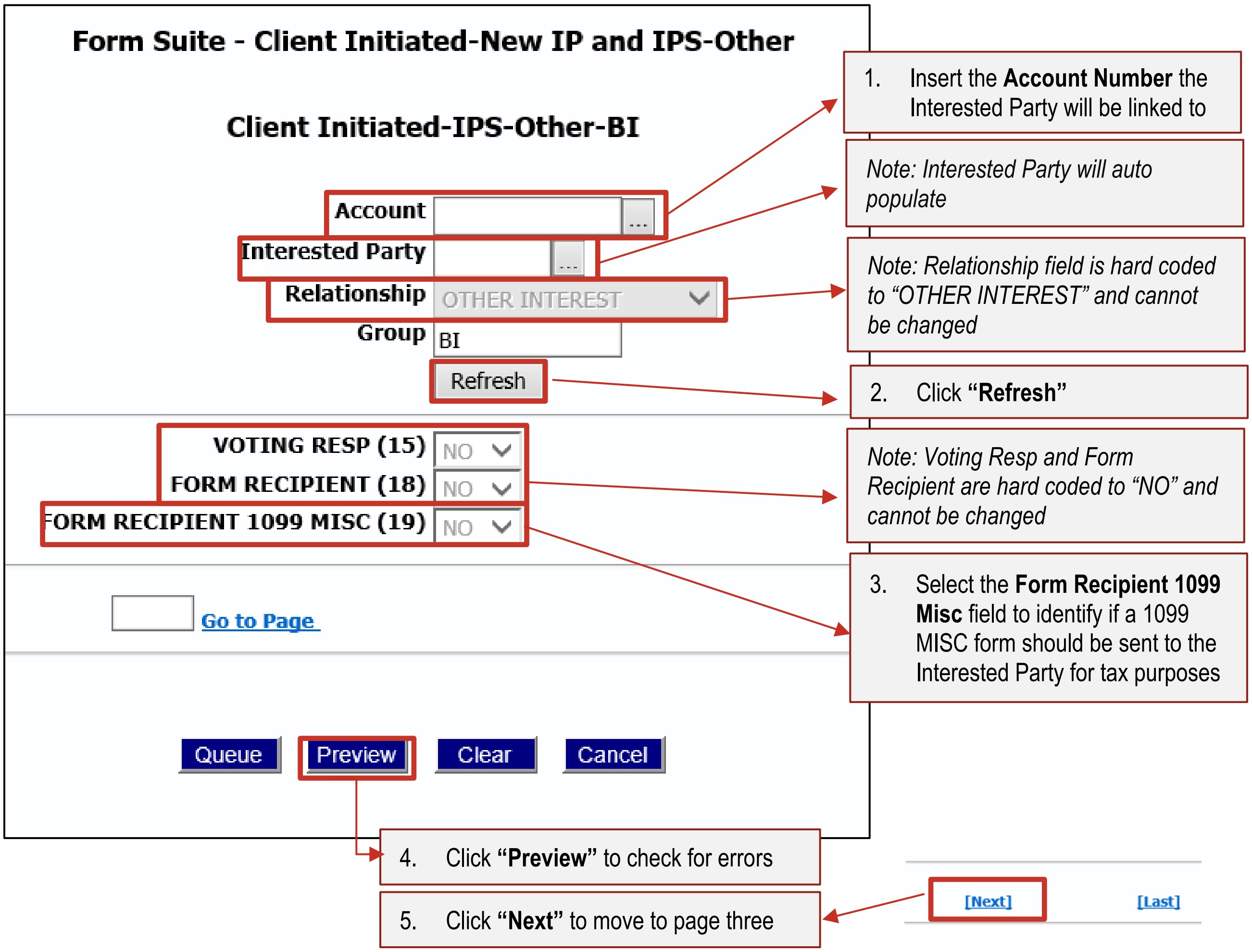
9. Select if the Interested Party is a **US Citizen**

Note: Universal IP is set to "No" and cannot be changed

10. Enter the first three digits of the account number in **Institution Codes** (e.g., Enter "123" if the account number is 12345678)
11. Click **"Preview"** to check for errors
12. Click **"Next"** to move to page two

Page Two – Client Initiated-IPS-Other-BI

Note: This page is to select whether a 1099 MISC form should be sent for tax purposes.



Page Three – Client Initiated-IPS-Other-BI

Note: This page is to add bank account information to the new Interested Party.