



# 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

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**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)**

**INSTITUTION CODES (60)**

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.*

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

**Client Initiated-IPS-Other-BI**

<b>Account</b>	<input type="text"/>
<b>Interested Party</b>	<input type="text"/>
<b>Relationship</b>	OTHER INTEREST
<b>Group</b>	BI
<input type="button" value="Refresh"/>	

  

<b>VOTING RESP (15)</b>	NO
<b>FORM RECIPIENT (18)</b>	NO
<b>FORM RECIPIENT 1099 MISC (19)</b>	NO

  

[Go to Page](#)

1. Insert the **Account Number** the Interested Party will be linked to

*Note: Interested Party will auto populate*

*Note: Relationship field is hard coded to "OTHER INTEREST" and cannot be changed*

2. Click "**Refresh**"

*Note: Voting Resp and Form Recipient are hard coded to "NO" and cannot be changed*

3. Select the **Form Recipient 1099 Misc** field to identify if a 1099 MISC form should be sent to the Interested Party for tax purposes

  

4. Click "**Preview**" to check for errors
5. Click "**Next**" to move to page three

[\[Next\]](#)
[\[Last\]](#)



Page Three – Client Initiated-IPS-Other-BI

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

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

**Client Initiated-IPS-Other-Bank Account Edit-UD**

Account

Interested Party

Relationship OTHER INTEREST

Group UD

Refresh

**Bank 1 Deposit Info**

BANK NAME (14-1)

Enter translation code from Bank Routing Table, not the 9 position routing number

ABA ROUTING CODE (14-2)

Enter with no spaces or (-) dashes.

BANK ACCOUNT # (14-3)

BANK ACCOUNT TYPE (14-4) C=CHECKING

SLOA APPROVED 1? (15)

SLOA APPROVED DATE 1 (16)

SLOA APPROVED BY 1 (17-1)

**Bank 2 Deposit Info**

BANK NAME (18-1)

ABA ROUTING CODE (18-2)

BANK ACCOUNT # (18-3)

BANK ACCOUNT TYPE (18-4) C=CHECKING

SLOA APPROVED 2? (19)

SLOA APPROVED DATE 2 (20)

SLOA APPROVED BY 2 (21-1)

**Bank 3 Deposit Info**

BANK NAME (22-1)

ABA ROUTING CODE (22-2)

BANK ACCOUNT # (22-3)

Note: The account number auto populates from the previous screen

Note: The interested party number populates from the previous screen

Note: The Relationship field is hard coded to "OTHER INTEREST" and cannot be changed

1. Click "Refresh"

2. Enter the **Bank Name**

3. Enter the bank's routing code in **ABA Routing Code** using the NATC internal code for the bank

4. Enter the **Bank Account #**  
Note: Do not need to enter any spaces or dashes in the field

5. Select the **Bank Account Type** from the drop-down menu

Note: The SLOA fields are locked and are filled out by NATC after the Form Suite is submitted

Note: Repeat steps 1 through 5 to add any additional bank accounts

Note: Enter "CHECKS" in the Bank Name field to designate an Interested Party to receive checks. Leave the other fields blank and NATC will complete the SLOA approval after submitting the QForm

Queue Preview Clear Cancel

- 6. Click "Preview" to check for errors
- 7. Click "Queue" to submit forms