



Portfolio Transfer Reference Guide

This reference guide provides instructions on how to complete the QForms for Portfolio Transfers within an account



Portfolio Transfer Overview

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

- [Ad Hoc Portfolio Transfer QForm](#)
- [Recurring Portfolio Transfer QForm](#)

For more information on recurring cash transfers *between* accounts, please reference the Cash Transfer Between Account Reference Guide.



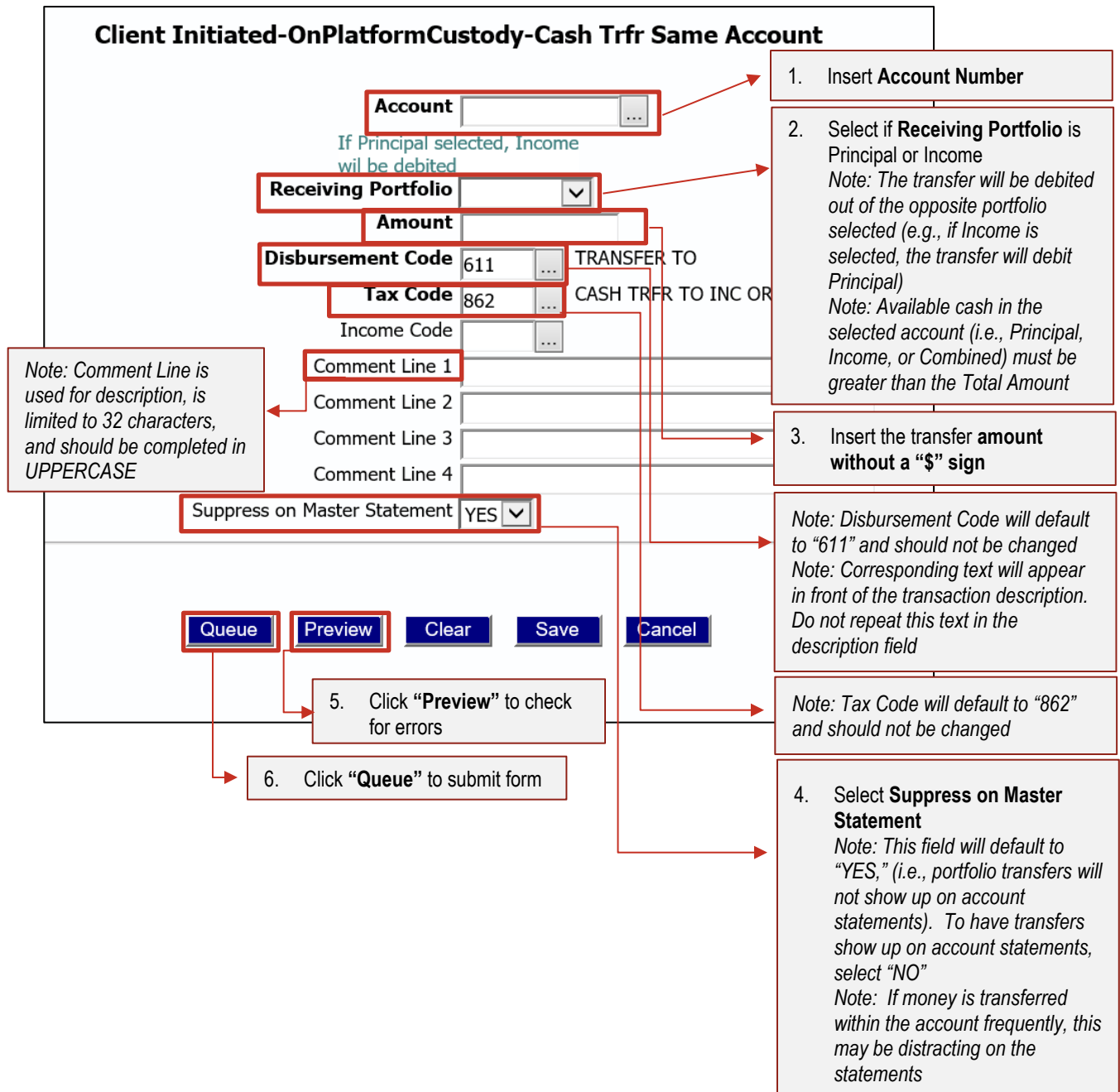
Ad Hoc and Recurring QForm Highlights

- 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

If you need more information on how to complete the wire disbursements forms, please see the Portfolio Transfer training videos.



AD HOC PORTFOLIO TRANSFER





RECURRING PORTFOLIO TRANSFER BETWEEN ACCOUNTS

Client Initiated-OnPlatformCustody-Cash Trfr Between Accts-Scheduled

1. Insert **Account Number**
2. Insert **Interested Party and Relationship**
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 transfer **amount with a “\$” sign**
7. Select **Principal Income portfolio**
8. Select **Disbursement Code** by List Data Code or by 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: **Disbursement Desc** are used for description, are limited to 32 characters, and should be completed in UPPERCASE*

10. For a portfolio transfer within the same account, enter the same account number as above in the **Receiving Account #** field
Note: Add a “-P” or “-I” to the end of the Receiving Account # to direct it to Principal or Income.

*Note: **Receipt Desc** are used for description, are limited to 32 characters, and should be completed in UPPERCASE*

VALIDATE FORM CONTENT BY PREVIEWING PRIOR TO SUBMISSION

11. Click **“Preview”** to check for errors
12. Click **“Queue”** to submit