

Client Account Information Form

Use this form to gather account opening information for a client to input later into our online account opening process.

Once collected, input the information from the form at <u>www.folioinstitutional.com</u> under your advisory firm login.

Please Note

- 1. Obtain the information for each account owner, minor of a custodial account, trustee or authorized representative.
- 2. Except as otherwise noted, information in each field will be required to set up a new client or corporate customer.
- 3. All account owners must be 18 years of age or older (with the exception of the minor in a custodial account).
- 4. Each account owner, custodian, trustee, executor or authorized representative must have a valid U.S. street address.
- 5. If we are unable to verify a person's identity using the information provided, additional documentation may be required before we will open an account.



Account Information

Client Account Type ¹ (Begin on Page 3)	Corporate Account Type ² (Begin on Page 7)
Check only one:	Check only one:
Individual	Corporation - Type S
Traditional IRA	Corporation - Type C
Rollover IRA	General Partnership
Roth IRA	Limited Partnership
SEP IRA	Limited Liability Company - Type S
SIMPLE IRA ³ (Type 5304)	Limited Liability Company - Type C
Beneficiary IRA ⁴	Limited Liability Company - Partnership
Custodial (UTMA/UGMA)	Sole Proprietorship
Revocable Trust	Investment Club
Joint (Right of Survivorship)	Business or Irrevocable Trust
Joint (Tenants in Common)	Unincorporated Organization
Joint (Community Property)	Qualified Retirement Plan ⁵ - Participant Level
Joint (Tenants by Entirety)	Qualified Retirement Plan ⁵ - Omnibus

Additional Instructions for Advisors using this form to gather information for new accounts:

- 1. **Client Accounts** Complete the *Client Account Information* section below and have the client electronically sign the customer agreement, or sign the "Client Account Certification" page near the end of this document.
- 2. **Corporate Accounts** Complete the *Corporate Account Information* section below and have the authorized representative electronically sign the customer agreement, or sign the "Corporate Account Certification" page at the end of this document.
- 3. SIMPLE IRAs also require the "SIMPLE IRA Employee Certification Forms" and "SIMPLE IRA Employer Certification Form."
- 4. Beneficiary IRAs also require the "Beneficiary IRA Account Amendment Form."
- 5. Qualified Retirement Plan Account trustees must use the "Qualified Retirement Plan Setup Form" instead of this form.

If the account type is an IRA, provide the original contribution date: ____/ ___/



Client Account Information

	Primary Account Owner (or Custodian)		Additional Account Owner (Please check one)		
			Joint Owner		
			Minor of Custodial Ac	count	
			Additional Trustee		
Title (Please choose one)	Dr. Miss Mr.	Mrs. Ms.	Dr. Miss Mr.	Mrs. Ms.	
	First Name	Middle Initial	First Name	Middle Initial	
Name	Last Name		Last Name		
Date of Birth (mm/dd/yyyy)	/ /		/ /		
Social Security Number					
	Address 1		Address 1		
	Address 2		Address 2		
Primary Address (Street addresses only; No P.O. Boxes, please)	City		City		
	State Zip Code		State Zip Code		
	Country (If other than United States)		Country (If other than United States)		
	Address 1		Address 1		
	Address 2		Address 2		
Mailing Address (If different than Primary Address; P.O. Boxes allowed)	City		City		
	State	Zip Code	State	Zip Code	
	Country		Country		
Email Address (A valid email address is required for all clients)					
Phone Number (Both day and evening phone	Day () –		Day () -		
numbers must be provided— even if the same)	Evening () -		Evening () -		



Citizenship Status

We only allow U.S. citizens or resident aliens with valid U.S. Social Security or equivalent tax identification numbers to invest on our platform (not non-resident aliens).

	Primary Account Owner		Additional Account Owner
Citizenship Status U.S. Citizen	Resident Alien	Citizenship Status U.S. Citizen	Resident Alien

Username

For security purposes, we require that each client have a unique username and password.

• Username Requirements: Your username must be 8–32 characters. It cannot contain symbols or spaces and is not case sensitive. You will not be able to change your username once this application is complete.

Primary Account Owner Username	Additional Account Owner Username

* You will receive an email from Folio Institutional at the email address you provide above, after your account is setup by your advisor, providing you with instructions to select your own password on our site.

Account Name

	(The designation for this account. Up to 16 characters)
Account Name	



Primary Account Owner Additional Account Owner Self-Employed Employed Self-Employed Employed Student Student **Employment Status** Unemployed Retired Other Unemployed Retired Other Administrative Administrative Finance Finance Legal Service Legal Service **Business** Owner Health Care **Business** Owner Health Care Management Management Training Consulting Homemaker Training Consulting Homemaker Occupation Marketing Education Human Resources Marketing Education Human Resources Engineering Operations Information Systems Operations Engineering Information Systems Other/Not Specified Sales Sales Other/Not Specified **Employer Name** Address 1 Address 1 Address 2 Address 2 City City **Employer Address** Zip or Postal Code State or Province Zip or Postal Code State or Province Country Country

Employment Information

Additional Questions

Primary Account Owner	Additional Account Owner			
Is your client a director, 10% shareholder, or executive who makes policy at a public company?				
Yes No	Yes No			
If yes, provide the information for the company(s) in which the client is a director, policy-making ex	ecutive, or 10% shareholder:			
Company Name	Company Name			
Stock Symbol(s)	Stock Symbol(s)			
Are any beneficial owners, their spouses, or any other immediate family members, including parents, in-laws, and siblings that are dependents, employed by or associated with the securities industry (for example, investment advisor, sole proprietor, partner, officer, director, branch manager or broker at a broker-dealer firm or municipal securities dealer) or a financial regulatory agency, such as FINRA or the New York Stock Exchange? If yes, and if this entity requires that the client obtain its approval to open this account, select the Yes checkbox:				
Yes No	Yes No			

* Note: If the answer is yes to the questions above, you will need your client and his or her employer's compliance officer to complete the FINRA Compliance Account Opening Addendum form, and have it returned to us before we can complete opening the account. Account access will be restricted until we receive this completed form. This form can be found under the **Resources** page of the Folio Institutional website.

IRA Beneficiary Designation (if applicable)

Clients can designate primary and contingent beneficiaries for IRAs. If more than one beneficiary is designated, be sure that the total percentage share adds up to 100%. You can add additional beneficiaries on the back of this form.

Note that an IRA Beneficiary Spousal Waiver is required if you are not naming your spouse as 100% primary beneficiary and you are a married resident of a community property state (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, or Wisconsin).

PRIMARY BENEFICIARIES

	Title (Please choose one)	Relationship (Select one)
	Dr. Miss Mr. Mrs. Ms.	Spouse Other:
Primary Beneficiary 1	First Name	Middle Initial Last Name
Trinidi y Dononolar y 1		
	Date of Birth (mm/dd/yyyy)	Social Security Number % Share
	/ /	
	Title (Please choose one)	Relationship (Select one)
	Dr. Miss Mr. Mrs. Ms.	Spouse Other:
	First Name	Middle Initial Last Name
Primary Beneficiary 2		
	Date of Birth (mm/dd/yyyy)	Social Security Number % Share
	/ /	

No Primary Beneficiaries

I do not want to designate any primary beneficiaries. I understand that when I die, the assets in my IRA will transfer to the default statutory designated beneficiary as specified in the IRA Custodial Agreement. We will charge your account the hourly fee for Special Services, for gathering, reviewing and processing documents required to validate and process IRA distribution requests if no beneficiaries are designated.

CONTINGENT BENEFICIARIES

	Title (Please choose one) Dr. Miss Mr. Mrs. Ms.	Relationship (Select one) Spouse Other:	
Contingent Beneficiary 1	First Name	Middle Initial Last Name	
	Date of Birth (mm/dd/yyyy)	Social Security Number	% Share
	Title (Please choose one)	Relationship (Select one)	
	Dr. Miss Mr. Mrs. Ms.	Spouse Other:	
Contingent Beneficiary 2	First Name	Middle Initial Last Name	
	Date of Birth (mm/dd/yyyy)	Social Security Number	% Share

No Contingent Beneficiaries

I do not want to designate contingent beneficiaries.



Corporate Account Information

	Authorized Repres	entative or Trustee	Additional Authorized R	epresentative or Trustee
Title (Please choose one)	Dr. Miss Mr.	Mrs. Ms.	Dr. Miss Mr. I	Mrs. Ms.
Name	First Name Last Name	Middle Initial	First Name Last Name	Middle Initial
Date of Birth (mm/dd/yyyy)	/ /		/ /	
Social Security Number				
	Address 1		Address 1	
	Address 2		Address 2	
Primary Address (Street addresses only; No P.O. Boxes, please)	City		City	
	State	Zip Code	State	Zip Code
	Country (If other than United States)		Country (If other than United States)	
	Address 1		Address 1	
	Address 2		Address 2	
Mailing Address (If different than Primary Address; P.O. Boxes allowed)	City		City	
	State	Zip Code	State	Zip Code
	Country		Country	
Email Address (A valid email address is required for all clients)				
Phone Number (Both day and evening phone	Day () -		Day () -	
numbers must be provided— even if the same)	Evening () –		Evening () –	

Folio Institutional[®]

Citizenship Status

We only allow U.S. citizens or resident aliens with valid U.S. Social Security or equivalent tax identification numbers to invest in our platform (not non-resident aliens or non-U.S. Entities).

Authorized Representative or Trustee	Additional Authorized Representative or Trustee
Citizenship Status U.S. Citizen Resident Alien	Citizenship Status U.S. Citizen Resident Alien
Country and State of Legal Organization for Corporate Entity or Trust	

Username

For security purposes, we require that each client have a unique username and password.

• Username Requirements: 8-12 characters and not case sensitive. Note: You cannot change the username after it is created.

Authorized Representative or Trustee Username	Additional Authorized Representative or Trustee Username
* You will receive an email from Folio Institutional at the email address you	u provide above, after your account is setup by your advisor, providing you w

* You will receive an email from Folio Institutional at the email address you provide above, after your account is setup by your advisor, providing you with instructions to select your own password on our site.

Account Name

(The designation for this account. Up to 16 characters)
Account Name



Firm Information

Corporate Entity or Trust ("Firm") Name				
Firm Tax ID or SSN				
Account Registration	(Provide the official or legal name of this business, trust, or o	ther organizatior	n, exactly as it appears on the	e organization's legal documents)
Firm Street Address	Address 1		Address 2	
(Street addresses only; No P.O. Boxes, please)	City	State	Zip Code	Country
Address 1 Firm Mailing Address			Address 2	
(If different than Street Address; P.O. Boxes allowed)	City	State	Zip Code	Country

Additional Questions

Authorized Representative or Trustee	Additional Authorized Representative or Trustee
Are any beneficial owners of this account a director, 10% shareholder, or executive who makes policy at a public company?	
Yes No	Yes No
If yes, provide the information for the company(s) in which the beneficial owner is a director, policy-making executive, or 10% shareholder:	
Company Name	Company Name
Stock Symbol(s)	Stock Symbol(s)
Are any beneficial owners, their spouses, or any other immediate family members, including parents, in-laws, and siblings that are dependents, employed by or associated with the securities industry (for example, investment advisor, sole proprietor, partner, officer, director, branch manager or broker at a broker-dealer firm or municipal securities dealer) or a financial regulatory agency, such as FINRA or the New York Stock Exchange? If yes, and if this entity requires that the client obtain its approval to open this account, select the Yes checkbox:	
Yes No	Yes No

* Note: If the answer is yes to the question above, you will need your client and his or her employer's compliance officer to complete the FINRA Compliance Account Opening Addendum form, and have it returned to us before we can complete opening the account. Account access will be restricted until we receive this completed form. This form can be found under the **Resources** page of the Folio Institutional website.