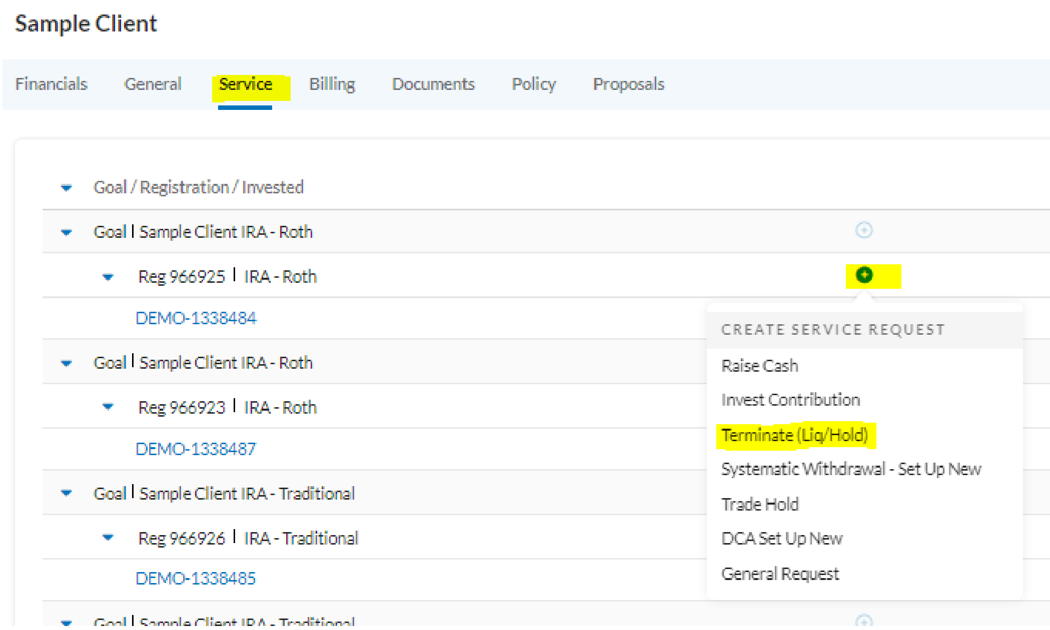
LIBERTYFI

Cheat Sheet

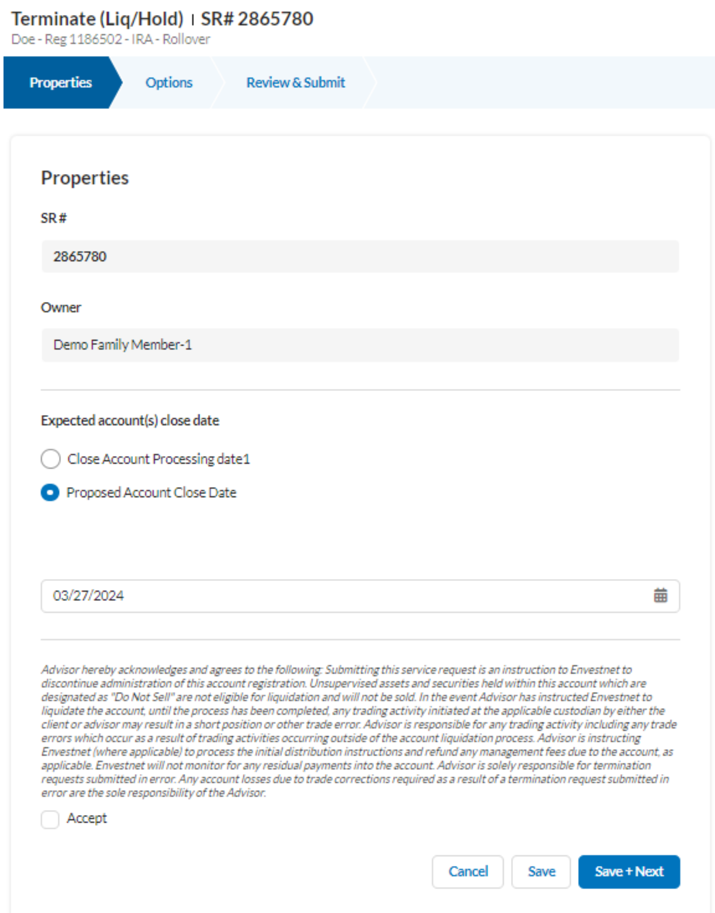
Terminate ACCT

Terminating accounts must be closed on both Envestnet and at the Custodian
Client Refunds are determined by the Termination Date entered on Envestnet

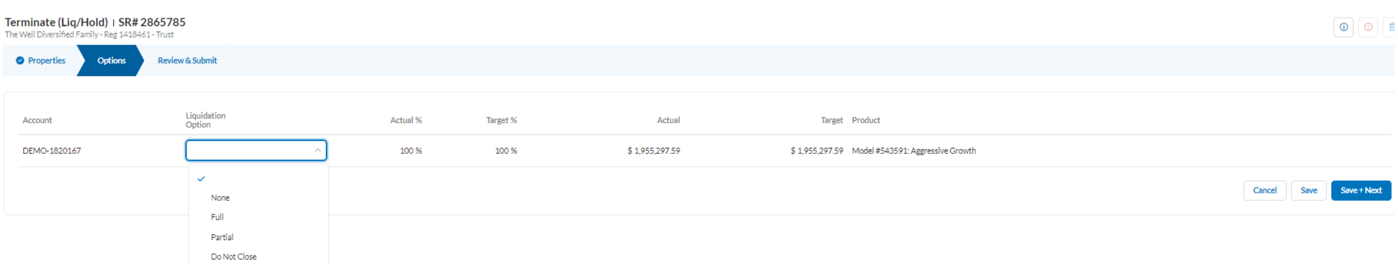
1. Navigate to the client's **Service Tab**
    a. Click the **"+"** icon next to the terminating account
    b. Select **Terminate (Liq/Hold)**



2. Properties:
    a. Select the **Termination Date.** This will be used for termination/refund bill
        i. Should be date of death for deceased clients
    b. Check **Accept**
    c. Click **Save + Next**



3. <u>Options (Liquidation):</u>
    a. None – assets will remain in kind
    b. Full – all assets will be liquidated
        i. APM Acct Liquidations (if needed) must occur prior to the Terminate SR
    c. Partial – choose which assets to be liquidated
    d. Click **Save + Next**



4. Review & Submit:
    a. Be sure to review all information that has been entered so far. If a Partial Liquidation was chosen, select the Review Securities link to double check the positions that will be liquidated. Once all the information looks correct, click the **"Submit Request"** button

Terminate (Liq/Hold) | SR# 2865785
The Well Diversified Family - Reg 1418461 - Trust

Properties | Options | **Review & Submit**

Investment	Liquidation Option	Details	Actual %	Target %	Actual	Target	Style	Trading Note
DEMO-1820167	None		100 %	100 %	$ 1,955,297.59	$ 1,955,297.59		
Model #543591: Aggressive Growth			100	100	1,955,297.59	1,955,297.59	Asset Allocated	

Submit Request

ProTips:

- For APM accounts, if you want to liquidate on Envestnet, trades must be submitted and completed before generating the terminate account service request. Once complete, select "none" as the liquidation option in step 3 above.
- Reporting Only Accounts: enter a close date on the account's General Tab