How to Structure Accounts and investments in Smartoffice 050125

Thought process

Q, account **type**? Where is it being held?

What account **type**? Q or NQ? Does the correct account **type** currently exist? Where is the investment to be held?

NQ, account **type**? Where is it being held?

Traditional IRA
Traditional IRA –Alt
Rollover IRA
Rollover IRA- Alt
Beneficiary IRA
Beneficiary IRA-Alt
Simple IRA
Simple IRA-Alt
SEP IRA
SEP IRA-Alt
Roth IRA
Roth IRA- Alt

Account type= (Q or NQ) + one from below

- Custodial account (CNB, First Trust, etc..)
- 3rd Party RIA account (Freedom, SEI, Orion, etc..)
- Direct Held MF's (American Funds, etc..)
- Brokerage account (HTS, TradePMR, etc..)
- Alternative Account (PP, CEIF, REG A+, REIT, etc..)
- Fixed Annuities* & Non-Variable Life Insurance*
- Variable Annuity/ Variable Life Insurance

(* in particular Allianz products)

Bank
Bank-Alt
C Corporation
C Corporation –Alt
Community Property
Community Property –Alt
Conservatorship
Conservatorship- Alt
Custodial (UTMA/UGMA)
Custodial (UTMA/UGMA)-ALT
Estate
Estate- ALT
Foundation-Foundation- ALT
Guardianship
Guardianship- ALT
Individual
Individual-ALT
Investment Club
Investment Club-ALT
Joint Tenants by Entirety
Joint Tenants by Entirety-ALT
JTTEN
JTEN-ALT
JTWROS
JTWROS-ALT
Limited Liability Company
Limited Liability Company- ALT
Non-Corporate
Non- Corporate- ALT
Non-Profit
Non-Profit-ALT
Partnership
Partnership-ALT
Pension/ Profit Sharing Plan
Pension/ Profit Sharing Plan- ALT
S Corporation
S Corporation- ALT
Sole Proprietorship
Sole Proprietorship-ALT
Trust
Trust-ALT

Does the correct account type currently exist?

Yes

- **Add** investment to the current account **type** using the right side of the workflow reduced documentation for guidance.
  - Ie.- Account type:
    - Investment 1
    - Investment 2
    - Investment 3

No

- **Create** new account **type** using the left side of the workflow for guidance.
  - Ie. – Account type:
    - investment

*Every time a new account **type** is created, it requires a complete RegBI NAF and then follow update requirements, WSP's and 3yr guidelines.*