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| **Procedure Name:**  | **One-Time Contribution** | **A picture containing text, clipart  Description automatically generated** |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** |  Katie Weinschenk |

**Description**

When a client wishes to make a one-time contribution from their bank account to a Pershing account, we can pull the money in through NetX.

**Assumptions**

N/A

**Procedure**

1. If the client does not have a bank account on file, complete an ACH Authorization
	1. Obtain client e-signature or physical signature
	2. If form is physically signed, upload paperwork to NetX
2. Go to the correct account in NetX
3. Click on the Profile tab
	1. Click on Standing Instructions



* 1. From the drop-down menu next to the bank account, click the Action Links dropdown



* + 1. Click Initiate Deposit Request
	1. On the next screen, complete the following:



* + 1. Contribution Amount
		2. Request Reason
			1. Maintenance Fee Payment
			2. Participant Current Year
			3. Participant Prior Year
			4. Rollover
			5. Termination Fee Payment
		3. Release Date: date to pull money from bank account
		4. Review the ACH Instructions
		5. Click Review Before Sending
	1. Reconfirm all information regarding the request
	2. If everything is correct, click Send ACH Request



* 1. Create a reminder in Redtail to confirm the contribution has occurred
	2. Once the contribution is pulled into the account, request the funds be invested in the model by entering a **03 – ADV INVEST ACCOUNT(S) IN MODEL** activity in Redtail
	3. Confirm investment

**References**

N/A

**Revision History**

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| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
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