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

**Description**

Standing Instructions in NetX are used to add bank account information or tax withholding instructions to a Pershing account.

**Assumptions**

N/A

**Procedure**

1. Once you are in the client’s account in NetX, click on the Profile tab
2. Click on Standing Instructions



1. Click Create New Standing Instruction. This will box where you will need to select the transaction type
	1. To add bank account information, select ACH Standing Instruction



* + 1. For the description, type in the bank name
		2. The Account Holder’s Name will auto populate
		3. ABA Number: Enter the bank routing number and click Display Information. Verify the bank name that pops up matches with the client provided information
		4. Bank Account Number (DDA): Enter the client’s bank account number
		5. Bank Account Type: Select Checking or Savings
		6. Click Review Before Sending
		7. A summary page will pull up. Confirm the information is accurate and submit the request in the system
	1. To add tax withholding information on qualified accounts, select Tax Withholding (W4P) Standing Instructions



* + 1. In the Description, enter Tax Withholding (% FED/% ST)
			1. For example, if the client is withholding 25% federal and 15% the description would read Tax Withholding (25 FED/15 ST)
		2. Click Yes next to Federal Tax. Enter the federal tax withholding percentage
			1. Clients are required to withholding at least 10% federal
		3. If the client wishes to withhold state tax, click Yes and enter the percentage
			1. Some states require withholding; Wisconsin does not
		4. Once the information is filled in, click Review Before Sending
		5. If everything looks correct, submit the instructions

**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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