|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure Name:** | **Systematic Withdrawal**  **(Genesis Model Portfolio)** | **A picture containing text, clipart  Description automatically generated** | |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** | Katie Weinschenk |

**Description**

Use the following procedure to set up a Genesis Model Portfolio account for systematic distributions.

**Assumptions**

N/A

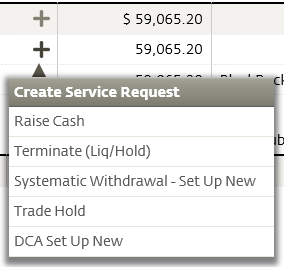
**Procedure**

1. For clients who have Genesis Model Portfolios who take recurring distributions, you must put instructions in both NetX and WMP
2. Pull up the household in WMP and click on the Service tab
3. You will see a list of each account that has been invested in WMP for the household
   1. There are three lines for each account. Click on the second + icon for the account needing systematic instructions

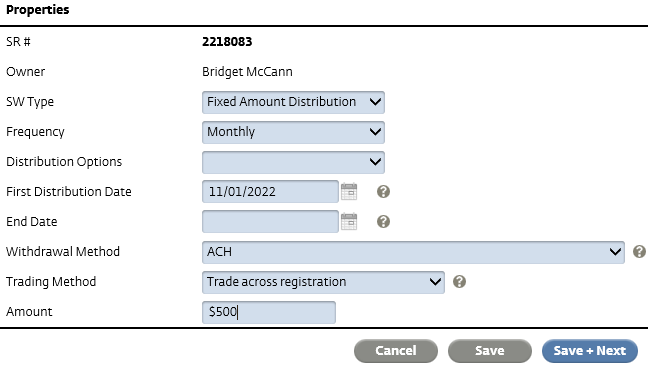
Graphical user interface, text, application, email

Description automatically generated

* 1. On the Create Service Request box, click Systematic Withdrawal – Set Up New



1. A Set Up New screen will appear. Fill out the following sections:



* 1. SW Type: Fixed Amount Distribution
  2. Frequency: Select appropriate frequency
  3. Distribution Options: Leave blank
  4. First Distribution Date
     1. NOTE: WMP needs a minimum of 15 days prior to the first distribution to set up systematic withdrawal instructions
     2. If the first distribution is scheduled to go out sooner, you will need to do two things:
        1. Complete a one-time Raise Cash for the first distribution
        2. Set up the systematic withdrawal start date using the following distribution date
  5. End Date: Leave Blank
  6. Withdrawal Method: select appropriate method
  7. Trading Method: Trade across registration
  8. Amount: Enter the amount of the distribution
  9. Click Save + Next

1. On the next screen, click Submit Request

**References**

N/A

**Revision History**

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