

## **February – Compliance Call Notes**

→ CIR's back office is still working through the ripples effects of their technology upgrade the first weekend in December... Thank you for your patience and PLEASE keep sending us items that need to be processed.

→ *Source of Funds – needed for any check over \$500*

Reason for SOF: 1<sup>st</sup> party over \$10,000  
3<sup>rd</sup> Party over \$500

→ CIR's Annual Mailing "information cut-off" is March 2<sup>nd</sup>, make sure all client information and accounts in CLIC are correct.

→ Advertising = anything that goes to two or more clients. ANY template (email, spreadsheet, WORD document, etc...) needs to be submitted into AdView for approval. Once/IF you personalize the template, then it becomes correspondence. (If sent via email, then no additional actions is needed. If sent via mail / fax / personally delivered, then it needs to be submitted into your monthly correspondence)

→ RECOMMEND... adding/setting-up STANDING Banking instructions ON FILE for accounts at Pershing and NFS (Pershing is still not sending out overnight checks). Make this apart of your "standard" new account paperwork

→ CIR 1099 were sent out at the end of January, but can also be found in CLIC. (you don't need to call CIR)  
→ CLIC → Reports → Reconciliation  
→ CLIC → Reports → Compensation → Summary of Adjustments (for tax purposes)

### **Always:**

- Submit **all** advertising into Adview
- Submit correspondence **ON TIME**
- CyberFraud – be mindful of communications with clients & within the office
- **Make sure you U-4** and OBA are current and up to date  
(when changes occur, you need to report within 24 hours)