

# **2016 INVESTMENT ADVISER RENEWAL**

**Department of Financial Institutions**

**Securities Division**

November 16, 2015

# Overview

	<b>TOPICS</b>
<input type="checkbox"/>	FINRA Renewal Calendar
<input type="checkbox"/>	Renewal Fees
<input type="checkbox"/>	Renewal Statements
<input type="checkbox"/>	Payment Options
<input type="checkbox"/>	Payment Deadline
<input type="checkbox"/>	Post-dated Form ADV-W Filings
<input type="checkbox"/>	Resources

# FINRA Renewal Calendar

<b>MONTH</b>	<b>DAY</b>	<b>INFORMATION</b>
November	16	Preliminary Renewal Statements are available for review
<b>December</b>	<b>18</b>	<b>Deadline for Preliminary Renewal Statement payments to IARD</b>
December	28	Deadline to submit form filings (Forms U5, Form BR, and ADV-W) prior to year-end
January	4	Final Renewal Statements are available for review
January	15	Deadline for Final Renewal Statement payments to IARD

NOTE: To ensure timely processing, FINRA must be in receipt of funds no later than December 18, 2015.

For the complete calendar, visit: [http://www.iard.com/pdf/2016\\_renewal\\_calendar.pdf](http://www.iard.com/pdf/2016_renewal_calendar.pdf)

# Renewal Fees

RENEWAL	FEE	AMOUNT
Investment Adviser	IARD	\$ 0
Investment Adviser	Washington State	\$75
Investment Adviser	Other Jurisdictions	<a href="http://www.iard.com/pdf/reg_directory.pdf">http://www.iard.com/pdf/reg_directory.pdf</a>
Investment Adviser Representative	IARD	\$10
Investment Adviser Representative	Washington State	\$20
Investment Adviser Representative	Other Jurisdictions	<a href="http://www.iard.com/pdf/rep_fee_sch.pdf">http://www.iard.com/pdf/rep_fee_sch.pdf</a>

# Renewal Statements

Log into IARD → <https://crd.finra.org/iad>



Welcome to IARD™

To improve application security, FINRA has shortened the time before users are automatically logged off due to inactivity to 30 minutes. Please make sure to save your work frequently to avoid lost work due to a system timeout.

User ID

[Forgot User ID or Password?](#)

### Learn more about the FINRA Entitlement Program

This Privacy Statement relates to the online information collection and use practices of this FINRA Entitlement Program and embedded forms and applications (this "Web site"). This Privacy Statement complements the full FINRA Privacy Policy and may be updated from time to time. Updates to FINRA's privacy policies will be posted here and/or in the full FINRA Privacy Policy, as appropriate.

To enable you to be employed in certain positions or participate in certain matters or opportunities in the securities industry in the United States, FINRA collects certain personal data from you for identity verification and regulatory purposes. Personal information may include your name, address, phone number, fingerprints, employment history and any other information that identifies or can be used to identify the person to whom such information pertains. FINRA may use your personal information submitted via this Web site for any regulatory purpose.

This Web site is operated in the United States. If you are located outside of the United States, please be aware that any information you provide to us will be transferred to the U.S. and subject to U.S. laws. By using our Web site, participating in any of our services and/or providing us with your information, you consent to this transfer of data. Additionally, by using our Web site, participating in any of our services and/or providing us with your information you also consent to the collection, transfer, manipulation, storage, disclosure and other uses of your information as described in this Privacy Statement and the FINRA Privacy Policy. If you do not consent to this Privacy Statement or our FINRA Privacy Policy, please do not use this Web site.

By clicking the button below, I certify that I have read and understand all of the terms of the FINRA Entitlement Program Agreement and Terms of Use and intend to form a binding agreement with FINRA on those terms without modification or amendment thereto. If I am accepting this agreement on behalf of an organization, I certify that I have the authority of that organization to enter into this agreement.

---

If you are experiencing any difficulties logging into the system, please contact your Administrator for assistance. If you are a Super Account Administrator, contact the **Gateway Call Center at 301-869-6699** for Assistance.

**Do NOT bookmark this page** or add it to your favorites. If you would like to create a bookmark or add this application to your favorites, please create the bookmark or add it to your favorites after successfully logging in.

[Privacy](#) | [Legal](#) | [Terms & Conditions](#)  
©2015 FINRA. All rights reserved. FINRA is a registered trademark of the Financial Industry Regulatory Authority, Inc.

# Renewal Statements

Select “Renewal Statement” → Save for your records → Review your renewal fees

The screenshot shows the IARD website interface. At the top right, there are links for 'Account Management' and 'Change Password/Profile'. Below the navigation bar, there are tabs for 'CRD Main', 'IARD Main', 'PFRD Main', 'Forms', 'Organization', 'Accounting', and 'Reports'. The 'IARD Main' tab is selected. The main content area is divided into five columns: 'IARD Main', 'Forms', 'Organization', 'Accounting', and 'Reports'. The 'Accounting' column contains a link for 'Renewal Statement' under the 'Flex-Funding Account Information' section, which is circled in red. Other links in the 'Accounting' column include 'Processed Transactions', 'Funds Deficient Transactions', 'Account Activity Summary', 'Deposit Detail', 'Transfer Detail', 'Transaction Detail', 'Bill Line Search', and 'E-Bill'.

For additional step-by-step instructions, visit: [http://www.iard.com/pdf/nav\\_accounting.pdf](http://www.iard.com/pdf/nav_accounting.pdf)

# Renewal Statements

## 2016 Preliminary Renewal Statement

<b>Organization CRD Number:</b> #####	<b>Organization Name:</b> <a href="#">Firm Name</a>
<b>Organization SEC Number:</b> ####	<b>Applicant Name:</b> <a href="#">Firm Name</a>
<b>Posted Account Balance:</b>	\$0.00, 08/13/2015 01:21:51 AM

<b>Contact:</b>	<a href="#">Contact Name</a>
<b>Contact Phone #:</b>	<a href="#">Contact Phone#</a>
<b>Statement Generated:</b>	8/13/2015 12:11:29 PM

<b>Summary</b>	
<a href="#">CRD Charges</a>	\$26,135,629.00
<a href="#">IARD Charges</a>	\$1,067,894.00
<a href="#">Branch Charges</a>	\$866,725.00
<b>Total Charges:</b>	<b>\$28,070,248.00</b>
<b>Amount Due:</b>	<b>\$28,070,248.00</b>

NOTE: This is sample Preliminary Renewal Statement only. Your fees may vary.

# Renewal Statements

## CRD Charges

Charge	Quantity	Unit Price	Amount
Renewal/Maintenance Fees (Jurisdictions, SROs)	1		\$24,949,369.00
System Processing Fee:	26,328	\$45.00	\$1,184,760.00
System Processing Fee at no charge:	0	\$0.00	\$0.00
SD Tier1 Charges:	1	\$1,500.00	\$1,500.00
FINRA Renewal Payment Late Fee:			\$0.00
Total CRD Charges:			\$26,135,629.00

Regulator	# of Individuals	Individual Fee	Total Individual	Firm Fee	Regulator Total
CHX	16	\$0.00	\$0.00	\$0.00	\$0.00
ISE	105	\$0.00	\$0.00	\$0.00	\$0.00
NQX	26,285	\$0.00	\$0.00	\$3,000.00	\$3,000.00
NYSE	26,295	\$0.00	\$0.00	\$0.00	\$0.00
NYSE-MKT	26,286	\$0.00	\$0.00	\$0.00	\$0.00
PHLX	23,185	\$0.00	\$0.00	\$0.00	\$0.00
AK	3,094	\$75.00	\$232,050.00	\$250.00	\$232,300.00
AL	5,733	\$60.00	\$343,980.00	\$250.00	\$344,230.00
AR	4,361	\$75.00	\$327,075.00	\$300.00	\$327,375.00
AZ	11,565	\$45.00	\$520,425.00	\$300.00	\$520,725.00
CA	17,543	\$25.00	\$438,575.00	\$75.00	\$438,650.00
CO	11,618	\$12.00	\$139,416.00	\$60.00	\$139,476.00

NOTE: This is sample Preliminary Renewal Statement only. Your fees may vary.

# Renewal Statements

## IARD Charges

Charge	Quantity	Unit Price	Amount
Renewal Fees (Jurisdictions)	1		\$862,664.00
IARD Firm System Processing Fee:	0	\$0.00	\$0.00
RA System Processing Fee:	20,523	\$10.00	\$205,230.00
RA System Processing Fee at no charge:	0	\$0.00	\$0.00
Total IARD Charges:			\$1,067,894.00

Regulator	# of Ind. with Renewal Fee	Renewal Fee	# of Ind. with Renewal Discount Fee	Renewal Discount Fee	# of Ind. with Sole Prop. Waiver	Total Ind. Fee	Firm Registration Fee	Firm Notice Filing Fee	Firm ERA Fee	Regulator Total
AK	1	\$75.00	57	\$75.00	0	\$4,350.00	\$0.00	\$250.00	\$0.00	\$4,600.00
AL	2	\$60.00	235	\$60.00	0	\$14,220.00	\$0.00	\$250.00	\$0.00	\$14,470.00
AR	3	\$75.00	127	\$75.00	0	\$9,750.00	\$0.00	\$300.00	\$0.00	\$10,050.00
AZ	0	\$40.00	307	\$40.00	0	\$12,280.00	\$0.00	\$250.00	\$0.00	\$12,530.00
CA	117	\$25.00	3,563	\$25.00	0	\$92,000.00	\$0.00	\$125.00	\$0.00	\$92,125.00
CO	11	\$12.00	511	\$12.00	0	\$6,264.00	\$0.00	\$60.00	\$0.00	\$6,324.00
CT	9	\$100.00	430	\$100.00	0	\$43,900.00	\$0.00	\$150.00	\$0.00	\$44,050.00
DC	2	\$45.00	157	\$45.00	0	\$7,155.00	\$0.00	\$250.00	\$0.00	\$7,405.00
DE	1	\$65.00	101	\$65.00	0	\$6,630.00	\$0.00	\$300.00	\$0.00	\$6,930.00
FL	3	\$50.00	1,885	\$50.00	0	\$94,400.00	\$0.00	\$200.00	\$0.00	\$94,600.00
GA	5	\$100.00	518	\$0.00	0	\$500.00	\$0.00	\$100.00	\$0.00	\$600.00
HI	2	\$25.00	55	\$25.00	0	\$1,425.00	\$0.00	\$50.00	\$0.00	\$1,475.00
IA	24	\$30.00	215	\$30.00	0	\$7,170.00	\$0.00	\$100.00	\$0.00	\$7,270.00

NOTE: This is sample Preliminary Renewal Statement only. Your fees may vary.

# Renewal Statements

## Branch Charges

Charge	Quantity	Unit Price	Amount
Renewal/Maintenance Fees (Jurisdictions, SROs)	1		\$113,300.00
FINRA Branch Renewal Registration Fees 1-250:	249	\$175.00	\$43,575.00
FINRA Branch Renewal Registration Fees 251-500:	250	\$150.00	\$37,500.00
FINRA Branch Renewal Registration Fees 501-1000:	500	\$125.00	\$62,500.00
FINRA Branch Renewal Registration Fees 1001-2000:	1,000	\$100.00	\$100,000.00
FINRA Branch Renewal Registration Fees 2001+:	4,946	\$75.00	\$370,950.00
FINRA Branch Renewal Registration Fees - Waived:	1	\$0.00	\$0.00
FINRA Branch Renewal Registration Fees at no charge:	0	\$0.00	\$0.00
FINRA Branch Renewal Processing Fees:	6,945	\$20.00	\$138,900.00
FINRA Branch Renewal Processing Fees - Waived:	1	\$0.00	\$0.00
Branch Renewal Processing Fees:	0	\$20.00	\$0.00
<b>Total Branch Charges:</b>			<b>\$866,725.00</b>

Regulator	# of BD Branches	BD Branch Fee	# of Branches with IA Fee	IA Branch Fee	# of Branches with IA Discount Fee	IA Branch Discount Fee	Regulator Total
CHX	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
ISE	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
NQX	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
NYSE	6,945	\$0.00	0	\$0.00	0	\$0.00	\$0.00

© 2015 FINRA. All rights reserved. FINRA is a registered trademark of the Financial Industry Regulatory Authority, Inc.

**NOTE: This is sample Preliminary Renewal Statement only. Your fees may vary.**

# Payment Options

PAYMENT OPTIONS	ADDITIONAL INFORMATION
<b>Web CRD/IARD E-Bill</b>	An online application that enables a firm to authorize electronic payment directly from its designated bank account to the firm's Flex-Funding Account.
<b>Automatic Daily Account-to-Renewal Account Transfer</b>	On December 11, 2015, funds will automatically be transferred from firm's Flex-Funding Account to its Renewal Account if there are sufficient funds to cover the renewal fees.
<b>ACH/Wire Transfer</b>	All ACH payments are deposited into the firm's Flex-Funding Account and transferred to Renewal Account on December 11, 2015.
<b>Check</b>	Include a copy of the first page of your Preliminary Renewal Statement with your payment to FINRA, <b>do not send your payment to the Securities Division.</b>

NOTE: Remember to pay the full amount on your the Preliminary Renewal Statement.

# Payment Deadline

- The best practice is to pay your renewal fees in November upon receipt of your Preliminary Renewal Statement. If you wait until the deadline, you may not have enough time to fix any errors that may occur.
- December 18, 2015 is the deadline for receipt of payments to IARD.
- If a firm fails to pay its renewal fees, IARD will **systematically terminate** the investment adviser and its representatives.

# Post-dated Form ADV-W Filings

- If your firm is no longer in business and you would like to terminate your investment adviser registration, you can do so by filing a Form ADV-W.
- Failure to timely file your Form ADV-W will result in renewal fees for 2016.
- In order for your registration to show a post-dated termination of December 31, 2015, you must submit a Form ADV-W filing 3 p.m. PST on December 28, 2015.

For complete instructions on Form ADV-W, visit: [http://www.iard.com/pdf/formADVW\\_guide.pdf](http://www.iard.com/pdf/formADVW_guide.pdf)

# Resources

<b>IARD</b>	<b>RESOURCE</b>
Renewal Program	<a href="http://www.iard.com/renewals.asp">http://www.iard.com/renewals.asp</a>
Gateway Call Center	(240) 386-4848

<b>SECURITIES DIVISION</b>	<b>RESOURCE</b>
DFI Renewal Notice	<a href="http://dfi.wa.gov/documents/investment-advisers/2016-renewal-notice.pdf">http://dfi.wa.gov/documents/investment-advisers/2016-renewal-notice.pdf</a>
Website	<a href="http://dfi.wa.gov/investment-advisers">http://dfi.wa.gov/investment-advisers</a>
General Mailbox	<a href="mailto:IALicensing@dfi.wa.gov">IALicensing@dfi.wa.gov</a>
General Questions	(360) 902-8815