

**Reminders as we prepare
for Q4 2020 Statements**



Advisor personalized statement commentary

If you would like to provide a message to your clients on your December statements, please send your message to your Client Service Advocate before December 23. Statement messages received after this date will delay the creation and mailing of your statements.

Note: If you already have a recurring statement message, that message will continue unless we receive new instructions from you.

Statement messages can be up to 33 lines long, with 74 characters per line, and formatted with a line between paragraphs. Bullet point indentations, special characters, italics, special fonts, or bold characters are not available.

Statement inserts

If you have a statement insert, please notify your Client Service Advocate by December 31. Please provide a PDF version of the insert to be included with electronic statements.

If you wish E*TRADE Advisor Services to print your insert, send the PDF version of the insert to your Client Service Advocate by December 15, so that a quote can be prepared, and ample time given for the printing process.

Statement approval

Please approve your statements by January 15, 2021. After the Q4 statements are processed, we will be focused on the Forms 1099-R and RMD Notification mailings. Thus, it is important that RIAs approve their statements by January 15.

Please contact your Client Service Advocate with any questions or concerns.