

Update Your Financial Advisor Information



Use this form to add or remove an Investment Advisor (IA) on your Schwab Charitable™ donor-advised fund account ("Account") and/or convert your Account from a Core Account to a Professionally Managed Account (minimum Account balance of \$250,000 is required) or from a Professionally Managed Account to a Core Account.

Questions or need assistance? Call 1-800-746-6216 or email ask@schwabcharitable.org.

Please review our [Program Policies](#) for a complete explanation of IA roles and privileges on a Schwab Charitable donor-advised fund account.

1. Tell Us About Your Schwab Charitable Account

Account Holder(s) Name

Account Number

Select all that apply.

- I want to add or change the IA on my account as identified in Section 2.
- I want to remove the IA on my account:

_____*
Investment Advisor Firm Name

- I want to convert my Core Account to a Professionally Managed Account (*minimum Account balance of \$250,000 is required*).
- I want to convert my Professionally Managed Account to a Core Account.*

*If you are removing an IA and converting from a Professionally Managed Account to a Core Account, the IA must liquidate the funds in your Professionally Managed Account. These funds will automatically be invested in the Schwab Charitable Money Market Pool unless you direct otherwise using the Update Investment Pool Allocation Form. Alternately, we recommend that once your account is converted, you reallocate among other investment pools by logging on to the [Schwab Charitable Client Center](#). Once you have logged in to your account, click on the "Invest" tab at the top.

2. Investment Advisor Contact Information

IA Firm Name

FA Master Account Number

SL Master Account Number(s) (*if applicable*)

IA Name (*main contact*)

Email Address

Phone Number

Schwab Charitable will contact the IA listed here with any account questions.

3. Designate Investment Advisor Account Privileges

All IAs receive the following access on schwabadvisorcenter.com:

- Account linked to IA's master account number indicated above
- View-only access to the Account's balances, positions, transactions, and profiles on schwabadvisorcenter.com
- Online access to Account correspondence:
 - Grant Award to Charity Letter*
 - Contribution Letter*
 - Annual Account Summary Letter*

Additional Privileges (Optional)

For additional IA privileges, choose one of the following:

- A: Investment Advisor Agent—Have privileges to access Schwab Charitable Center (on Schwab Advisor Center) and:**
 1. Recommend grants on behalf of the Account Holder(s).
 2. Recommend a portfolio allocation among investment pools for Core Accounts.
- B: Professional Account Manager for a Professionally Managed Account*** (*minimum Account balance of \$250,000 is required*):
 1. Provide active management of a customized portfolio.
 2. Retain the ability to charge a management fee for investment services (capped at 1%).
(Note: An [Investment Advisory Agreement](#) is required for this option.)
- C: Dual Professional Account Manager and Agent**
(Note: In addition to the Investment Advisory Agreement, an [Agency Agreement](#) between the IA and Account Holder is required for this option.)

*Professionally Managed Accounts are available only through independent investment advisors working with Charles Schwab Advisor Services (formerly Schwab Institutional®), a business segment of The Charles Schwab Corporation serving independent investment advisors that includes the custody, trading, and support services of Charles Schwab & Co., Inc. While Account Holders may recommend an advisor, Schwab Charitable™ must approve the recommendation. IAs must meet certain eligibility requirements and adhere to Schwab Charitable fee and investment guidelines.

4. Agreement to Terms

An Account Holder must sign this form in all cases.

By signing below, I/we acknowledge and understand that:

These changes, once made by Schwab Charitable, will be subject to all the terms and conditions that apply to the Account. I am/we are responsible for ensuring that all Account Holders and Additional Account Users have read the Schwab Charitable Program Policies in their entirety and comply with all terms and conditions applicable to the Account.

If there is more than one Account Holder on the Account, each Account Holder has authority, acting individually and without notice to any other Account Holder, to deal with Schwab Charitable as fully and completely as if the Account Holder were the sole Account Holder, and each Account Holder make any changes to the Account (except to remove other Account Holders).

If I/we find any errors or omissions relating to my/our Schwab Charitable Account, I/we must call Schwab Charitable immediately at 1-800-746-6216. I/we will notify Schwab Charitable no later than 10 days after the relevant communications are sent or made available to me/us. I understand that Schwab Charitable will not be liable for any losses that occur because of my/our failure to promptly notify Schwab Charitable of an error.

By signing below, I/we also certify that, to the best of my/our knowledge and belief, all information provided on this form is true, correct, and complete and that Schwab Charitable may rely on this certification and the provided information without further investigation or inquiry.

X _____ **Today's Date (mm/dd/yyyy)**

Signature: Account Holder

_____ **Title**

Print Name

5. Options for Sending Forms

Return Instructions:	Fax:*	Regular Mail:	Overnight Delivery:
Upload online with secure messaging (if you are an existing client and have online access to your account). 1. Go to www.schwab.com and log in to your account. 2. Click Message Center (under the Services tab), and then click Upload Document. 3. Select your Charitable Account in the drop-down menu of accounts.	1-877-535-3852	Schwab Charitable P.O. Box 628298 Orlando, FL 32862	Schwab Charitable 1958 Summit Park Dr., Suite 200 Orlando, FL 32810

Please retain a copy of all original documents for your files.

*For fax submissions: It is the intention of each of the signatory account holders that Schwab Charitable™ may rely on a facsimile copy of his or her signature as a binding and enforceable signature, admissible in any proceeding to the same extent as if this form were submitted in manual form.