GEMMER ASSET MANAGEMENT

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Advisor Connect

Operations Newsletter

WHAT'S INSIDE

What's new at Gemmer

We are pleased to welcome Alyssa Dodd to the Gemmer Asset Management team as an Operations Associate. She started in July and is a key part of the Operations Team with a special focus on our custodial (Schwab, Fidelity) relationships, updating our portfolio accounting software, and completing client requests. Prior to joining us, she worked at a Bay Area tech start-up where she utilized her excellent communication skills and considerable energy in a field marketing role. Alyssa earned her Bachelor of Business Administration in Marketing from Boise State University.

Ask your Operations Expert Q&A

FEATURED QUESTION

Can clients pull information from other financial institutions (non-Schwab accounts) into Schwab Alliance?

Yes, your client can import data from over 15,000 financial institutions into Schwab Alliance. To get started, Schwab will need to enable this feature for your client. We can make the request, or your client can call Schwab Alliance directly.

Once this feature is enabled, they will see a link to add non-Schwab accounts at the bottom of the account list page. They simply enter the other financial institution credentials and Schwab will pull the data into Schwab Alliance.

Balance Letters

Clients can now generate on demand

Your clients can now create Balance Letters previously known as Verification of Deposit Letters on the **Schwab Alliance** website. Clients can use this new functionality to download a PDF file that they can immediately email or print. Balance Letters are most useful when a client is buying a house or refinancing their home mortgage.

• **How were Balance Letters created in the past?** Gemmer or your client could get these letters only by calling Schwab and waiting for a paper version to be mailed.

• **How can the client take advantage of this functionality?** The client would simply log into Schwab Alliance and go to Accounts > click on Balance Letter > make their selection and the letter is created in seconds.

• **What accounts are eligible?** All Schwab accounts are eligible except for ESA, SEP, and Simple IRA.

New Forms at Schwab

As you have probably seen, Schwab has redesigned many of the forms advisors use most often, enhancing clarity and making it easier to complete without errors or the need to resubmit. The content of most of these forms has not changed. Schwab will continue working to roll out these enhancements to additional forms over the coming months.

Please be aware that using the most recent forms will help **speed up processing** and **eliminate** the need to possibly go back to your clients for new signatures due to an outdated form.

If you are unsure if the form you have is the newest, please contact your Gemmer Operations Team.

Stay Tuned!

Year end is around the corner, shocking we know! With time flying by, we are working hard on making sure all your clients' RMDs will be satisfied. You will be receiving **email updates** on clients who have **not** hit their minimum requirements. If you have not received an email or have any questions, please do not hesitate to reach out to the GAM operations team.

In the upcoming months, we will be contacting advisors of clients who are **missing cost basis numbers** for taxable accounts. Please be on the lookout for these emails as we will need your help to benefit your clients!

Thank you for reading!

If you have any questions on any of these topics, please contact a member of the Operations Team.

Congratulations to **William Tom** for submitting the winning question for "Ask your Operations Expert". Remember that the winner receives a prize, so stay tuned for your next chance to win!