

PARTIAL ACCOUNT TRANSFERS

WHAT IS A FREE DELIVERY?

A “Free” Delivery is a delivery transaction done for no value. The Southwest Securities Inc. Dealers Department processes “no value” Deliver order (DO) transactions for partial account transfers to ACAT eligible firms and full account transfers to non-ACAT eligible firms. Full account transfers to ACAT eligible firms must be processed through the ACAT Department.

Securities delivered “Free” from Southwest Securities Inc., are usually comprised of gifts to family members, donations to recognized non-profit organizations, (i.e. Universities, Charities) and /or the transfer of fully paid for securities to the customer’s account held with another broker/dealer.

The customer initiates the delivery process by contacting their Sales Representative. The customers will either place a trade order or submit a Letter of Authorization (LOA) to the Dealer Department requesting a partial account transfer. Trade orders can only be executed by those Customers who have standing delivery instructions on file with the firm.

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REQUIREMENTS

❑ **Letter of Authorization (LOA)**

An LOA is required for all accounts not setup with standing instructions. The LOA is a formal request to transfer securities to another broker/dealer for the benefit of themselves (the customer), a family member, or a recognized non-profit organization.

❑ **Standing Instructions**

Standing Instructions are standard delivery instructions that inform the delivering party where to deliver securities purchased by the Customer once fully paid. An initial blanket LOA is required for accounts that have standing instructions on file with Southwest Securities Inc.

❑ **\$25.00 Value in Cash or Securities**

A customer must leave at least \$25.00 in cash or securities in their account for a partial account transfer to be completed by Southwest Securities, Inc. Any request that would leave a customer account with a value less than \$25.00 will not be processed.

❑ **Acceptable Free Transfers - Deliveries**

Partial account deliveries for “no value” can only be transferred to Family members or recognized non-profit organizations. Family members include: Mother, Father, Grandparents, Daughter, Son, Sister, Brother, Grandchildren, Niece, Nephew, Aunt and Uncle. The Customer must specify the relationship of the family member on the LOA.

❑ **Acceptable Free Transfers - Receives**

Securities received “free” by Southwest Securities Inc., Inc. must include a valid Southwest Securities Inc. account number.

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INSTRUCTIONS

The Letter of Authorization should be directed to Southwest Securities, Inc. and include:

- The Current Date
- Southwest Securities Inc.. Account Number
- CUSIP and / or Symbol
- Security Description
- Number of Shares
- Account Name to which the securities are being transferred (must state the relationship for family member transfers)
- DTC Participant Number
- DTC Participant Name
- Account Number of the Customer receiving the securities
- Name on the Account of the Customer receiving the securities
- Signatures of all names on the Southwest Securities, Inc. Account
- Date of signatures

An LOA form is available under DEALERS – Department Forms

CONTACT INFORMATION

The LOA should be faxed or emailed to:

Free Delivery Coordinator

Dealers Department

Phone Number: (214) 859-5348

Fax Number: (214) 859-1702

dealers@swst.com