Move Money Guide
FOR JOURNAL POSITIONS

TABLE OF CONTENTS

1 Overview
2 Getting Started
3 Journal Positions Input Page
4 Input Data
5 Verifying Information and Letter of Authorization
6 Authorization Form
7 Acknowledgement Page and Retirement Account Journal Positions
Overview

JOURNAL POSITIONS

With Move Money you can journal positions between Schwab Accounts without having to call your service team. The system will automatically generate a letter of authorization (LOA) and IRA distribution form when needed, and provide a list of positions to be journaled.
GETTING STARTED

1. To begin the process for requesting cash, cash and positions, or just position journals, click the link for One Time.

2. Enter receiving account number in the To Account # field.

3. Then, select the Journal Positions button. This button always displays but is active only if the “from” account has positions and the user has “Request Journal Positions” permission.

Please note:

- Only 250 positions can be journaled at the same time. To journal more than 250 positions, please contact your service team.
- Market values for positions update at the time of approval and completion for all pending requests.
- Position journals, unlike cash journals cannot be future dated. They must be dated the same date or the next business date if submitted after the cutoff time.
Move Money Guide
FOR JOURNAL POSITIONS

Quickly search to locate a position by Security Name or Symbol/Cusip #.

You’ll see both the Total Number of Positions held in the account and the Total Market Value.

Select the positions to be journaled in one of three ways:

1. Check the Select ALL Eligible Positions box.
2. Check the Select Position boxes individually. This will automatically enter the eligible quantity.
3. Fill in the quantity to be journaled in the Enter Quantity box.

Note: Mutual funds can always be journaled for up to three decimal fractional shares. Equities containing fractional shares can be journaled for up to four decimal fractional shares.

The Estimated Market Value for Journal displays once a position is selected.

The value of the position is then recorded. If the request processes without pending for approval, the value indicated is used for the journal.

However, if the journal position request pends for approval, then the position/s are repriced at the time of approval and completion.

Click Continue once all positions have been selected. You will then go to the Input page to complete any remaining fields.
INPUT DATA

1. The **Journal Positions** button now appears as **Edit Positions**. By clicking **Edit Positions**, you can make any necessary changes before submitting the request.

2. **Estimated Market Value For Journal** displays once positions have been selected. Because journal positions cannot be future dated, once positions are selected, the **Process Date** is fixed to the current or next business date and cannot be changed.
VERIFYING INFORMATION AND LETTER OF AUTHORIZATION

1. Locate Pending Reasons to find out if the request will pend for any reason.

2. When journaling between identically registered accounts, the request may not pend and the recorded market value will display.

If the request does pend, then the Market Value and Total Withdrawal Amount fields show the message “Available upon Completion of Journal.” This is because the market value of the positions is updated at the time of approval and completion.

Note: In the Market Value column, the list of positions shows the estimated market value.

3. Select Submit to send the request to Schwab and create the LOA form, if required.
THE AUTHORIZATION FORM

The LOA also shows Market Value and Total Withdrawal Amount as “Available upon Completion of Journal.”
ACKNOWLEDGEMENT PAGE AND RETIREMENT ACCOUNT JOURNAL POSITIONS

1. The Verify and Acknowledgement pages display positions in a scrollable table. To print all positions to be journaled, click the link for Printer Friendly PDF.

Note: The journal amount shown in the Account and Master Status view will display the estimated values only if the journal is still pending.

A Note About Cost Basis: Cost Basis automatically moves with any positions journaled. Lots are selected based on the “from” account’s default cost basis method. To specify lots when journaling positions online, please contact the Client Reporting Services Team.

JOURNALING POSITIONS FROM A RETIREMENT ACCOUNT

2. In addition to the Market Value and Total Withdrawal Amount, the Cash Withdrawal and Tax amounts are updated at time of approval and completion.

If the journal requested must satisfy a Required Minimum Distribution, you’ll want to ensure that the repriced positions values meet the minimum.

Note that you can verify the final updated market value by reviewing the journal once it is completed.