

WHEN TO USE THIS FORM

The Check Writing Request Form is used to set up check writing capabilities, request checks or cancel check writing on a taxable account.

Instructions and Guidelines:

Complete all of the required information and submit the form by one of the options listed below. The Signature Card must contain the following information:

- Account Registration - Provide the registration name as it appears on your ETC Brokerage Services Statement
- Name/Title - Provide each authorized signers name
- Signature - Each authorized signer on the account needs to sign the **Signature Card**
- Date - Provide the date for each signature

Please allow 25 days to receive your checks.

Note:

- You cannot cash checks at Dollar Bank or use checks to make an investment purchase from your account.
- You cannot make a direct deposit to the bank and account number on your checks. Please contact ETC Brokerage Services or your Financial Representative for deposit instructions.
- Required Minimum Account Balance - \$500. Checks issued that will result in an amount less than the minimum required balance will not be paid.

Fees:

\$100 to establish check writing on your taxable account. (Includes first 40 checks)

\$65 for additional orders of 40 checks

\$20 Regular Mail and Taxes

\$30 2-Day Delivery and Taxes

\$166 Expedited Printing, 1-Day Overnight Delivery and Taxes

**All fees will be debited from your account.*

SUBMISSION OPTIONS

BY FAX:

440-365-1447

OVERNIGHT MAIL:

ETC Brokerage Services
 1 Equity Way Westlake,
 OH 44145

REGULAR MAIL:

ETC Brokerage Services
 P. O. Box 451340
 Westlake, OH 44145

BY EMAIL:

ETCBrokerage@ETCBrokerage.com

1. ACCOUNT INFORMATION

ACCOUNT REGISTRATION

ACCOUNT NUMBER

FINANCIAL REPRESENTATIVE

2. TYPE OF REQUEST

New (establish check writing)

Order More Checks

Cancel Check Writing

3. DELIVERY METHOD

Regular Mail

2-Day Delivery

Expedited Printing and 1-Day Overnight Delivery

4. SIGN and Date (Please read and sign below)

Acknowledgment: I (Account Owner) authorize ETC Brokerage Services ("ETC Brokerage") to take the action listed above. I understand a fee will be debited from my account to establish check writing capabilities and/or to issue check blanks to my address of record. Note: all authorized signers on the account must sign below.

I (We) acknowledge that cash must be available in my account prior to drafting a check. In the event that a check is remitted to an account with insufficient funds ETC Brokerage has the right to decline payment on the check or liquidate assets necessary to cover the amount of the check. Should a check be declined in your account due to insufficient funds available, ETC Brokerage has the right to debit from your account any fees incurred as a result of the returned check. ETC Brokerage is not responsible for any market impact, fees or other consequences you may incur as a result of our liquidation of assets to cover a check remitted by you. ETC Brokerage also reserves the right to cancel the check writing capability on your account, at its discretion for anytime and for any reason.

PRINT ACCOUNT OWNER'S NAME

ACCOUNT OWNER'S SIGNATURE

DATE:

PRINT ACCOUNT OWNER'S NAME

ACCOUNT OWNER'S SIGNATURE

DATE: