

PRO TIPS:

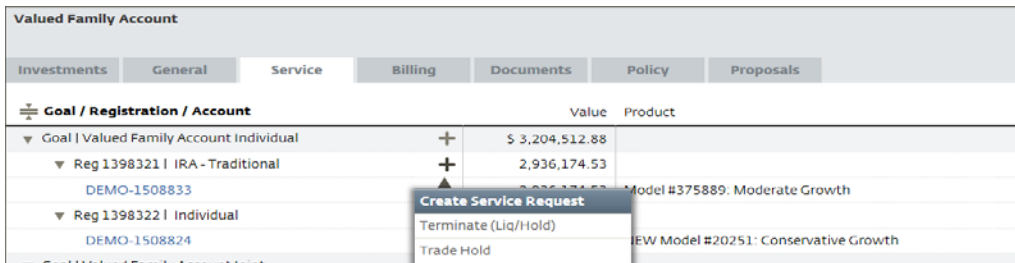
- Completing this request ensures the account will not be billed on, reported on, or traded
- This request only closes the account on the Investnet platform. You must also close at the custodian
- For APM accounts you MUST go and liquidate the positions before the SR is submitted
- To view history on the account after it is closed, go to the general tab on the account level and make sure the checkbox is unchecked next to “No Reports after Close”

1. Search for the account via quick search or Client Tab



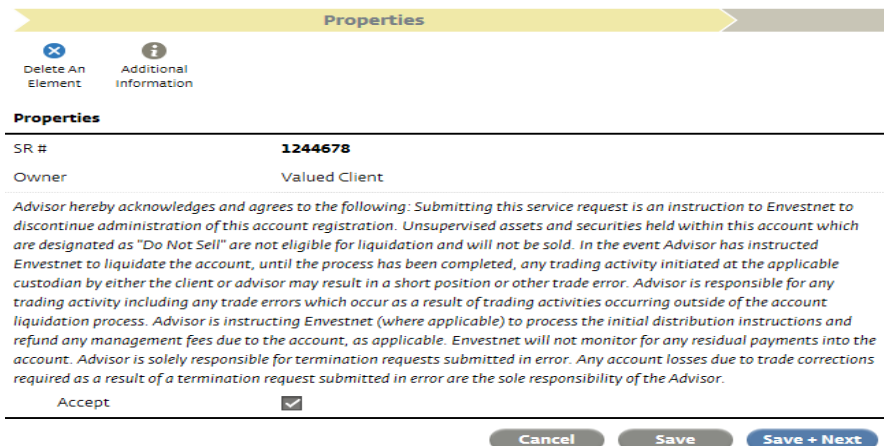
2. Navigate to the **Service Tab**

- Click the “+” icon next to the registration of the correct account
- Select **Terminate**



3. Properties:

- Check **Accept**
- Click **Save + Next**





4. Options:

- None – assets will remain in kind
- Full – all assets will be liquidated
- Partial – choose which assets to be liquidated
- Click **Save + Next**

Terminate (Liq/Hold) | SR# 1244680
Valued Family Account - Reg 1398323 - Joint

Properties | **Options**







 Delete An Element
  Additional Information

Account	Liquidation Option	Details	Actual %	Target %	Actual	Target	Product
DEMO-1508832	<div style="border: 1px solid black; padding: 2px;"> None Full Partial </div>	Select Securities	100 %	100 %	\$ 1,531,300.37	\$ 1,531,300.37	Model #357003: Moderate

5. Review & Submit:

- Be sure to review all information that has been entered so far. If a Partial Liquidation was chosen, select the Review Securities link to double check the positions that will be liquidated. Once all the information looks correct, click the **“Submit Request”** button.

Properties | **Options** | **Review & Submit**

 Delete An Element
  Column Manager
  Save Layout
  Additional Information
  Generate A CSV File
  Manage Service Request

Investment	Liquidation Option	Details	Actual %	Target %	Actual	Target	Style
▼ DEMO-1508832	None		100 %	100 %	\$ 1,531,300.37	\$ 1,531,300.37	
Model #357003: Moderate			100	100	1,531,300.37	1,531,300.37	Asset Allocated