

# Advisor Billing Plans and Firm Billing Settings

## Use Schedule A of this form to:

- Create a New Billing Plan (Section 1)
- Delete an Existing Billing Plan (Section 2)
- Modify a Billing Plan (Section 2) to change:
  - Fee Disclosure (combined or separate)
  - Billing Type (tiered, tapered or flat)
  - Breakpoints
  - Basis Point Amounts

## Use Schedule B of this form to:

- Change the Billing Mode (forward or in arrears) for all of your Firm's billing plans (Section 1)
- Change the Billing Frequency (monthly or quarterly) for all of your Firm's billing plans (Section 2)
- Change from Member Level to Account Level billing for all of your Firm's billing plans (Section 3); billing cannot be changed from account level to member level

## Instructions:

Schedule A, if used, must be signed by an authorized person.

Schedule B, if used, must be signed by a Firm officer or principal.

Send us the completed and signed form:

### Scan and Email

support@folioinstitutional.com

Phone: (888) 485-3456

Fax: 703-649-6288

### U.S. Mail

Folio Institutional  
8180 Greensboro Drive, 8th Floor  
McLean, VA 22102

**Schedule A, Section 1: Create a New Billing Plan**

Firm Name (as shown on your Client Accounts page)	House Account #
---	-----------------

NOTE: Billing mode (forward, in arrears), frequency (monthly, quarterly), and level (member, account) are determined by Firm settings. A Firm officer or principal may change these settings on **Schedule B** of this form.

<b>New Billing Plan</b>	Plan Name				
<b>Fee Disclosure</b>	Combined      Separate				
<b>Type</b>	(Complete schedule below)		(Do <u>not</u> complete schedule below)		
	Tiered	Tapered	Flat Fee (Annualized*) \$		
<b>Tiered or Tapered Fee Schedule</b> Not applicable to flat fee plans. Write "MAX" in the final breakpoint cell.	<b>Breakpoint Start</b>	<b>Breakpoint End</b>	<b>Advisor Fee (BPS)</b>	<b>Folio Fee (BPS)</b>	<b>Total Fee (BPS)</b>
<b>Minimum (Annualized *) Advisor Fee</b>	None      \$				

**Definitions**

Combined – Our brokerage fee and your advisory fee are combined and shown as a single total fee to your clients.

Separate – Our brokerage fee and your advisory fee are each shown individually as separate fees to your clients.

Tiered– For billing plans with more than one tier, when a breakpoint is surpassed, the fees are assessed for the assets only in such tier. For example, if the fee for the first \$250,000 in assets is 1.00%, and the fee for assets between \$250,000 and \$500,000 is 0.5%, the assets between \$0 and \$250,000 are assessed 1.00% and the assets between \$250,000 and \$500,000 are assessed 0.5%.

Tapered – For billing plans with more than one tier, when a breakpoint is surpassed, the fee assessed will be applied starting at the first dollar for all assets being charged. For example, if the fee for assets for an account with not more than \$250,000 in assets is 1.00% but drops to 0.5% if the account's assets are more than \$250,000, then the fee assessed would be 0.5% on all assets in the account once the account exceeds \$250,000.

Flat – One flat dollar fee is assessed regardless of account value.

\* Annualized fees are assessed according to plan billing frequency.

**I certify that I am authorized on behalf of the Firm to complete this request. By signing below, I authorize Folio Institutional to act on the instructions provided on this form.**

<b>Signature</b>		<b>Date (mm/dd/yyyy)</b>	
<b>Print Name</b>		<b>Print Title</b>	

**Schedule A, Section 2: Delete or Modify an Existing Billing Plan**

Please check the box below for each change you want to make.

<b>Firm Name</b> (as shown on your Client Accounts belowpage)					<b>House Account #</b>	
<b>Billing Plan Name</b>						
<b>Delete Existing Billing Plan</b>	Yes (Go to signature)		No			
<b>Change Billing Plan Name</b>	New Plan Name					
<b>Change Fee Disclosure</b>	Current Fee Disclosure Combined      Separate			New Fee Disclosure Combined      Separate		
<b>Change Type</b>	Current Type Tiered      Tapered      Flat Fee (Annualized*) \$			New Type (Complete schedule below)      (Do <u>not</u> complete schedule below) Tiered      Tapered      Flat Fee (Annualized*) \$		
<b>Change Tiered or Tapered Fee Schedule</b>  Not applicable to flat fee plan.  Write "MAX" in the final breakpoint cell.	<b>Breakpoint Start</b>	<b>Breakpoint End</b>	<b>Advisor Fee (BPS)</b>	<b>Folio Fee (BPS)</b>	<b>Total Fee (BPS)</b>	
<b>Change Minimum (Annualized*) Advisor Fee</b>	Current Minimum Annualized Fee \$			New Minimum Annualized Fee \$		

**Definitions**

**Combined** – Our brokerage fee and your advisory fee are combined and shown as a single total fee to your clients.

**Separate** – Our brokerage fee and your advisory fee are each shown individually as separate fees to your clients.

**Tiered**- For billing plans with more than one tier, when a breakpoint is surpassed, the fees are assessed for the assets only in such tier. For example, if the fee for the first \$250,000 in assets is 1.00%, and the fee for assets between \$250,000 and \$500,000 is 0.5%, the assets between \$0 and \$250,000 are assessed 1.00% and the assets between \$250,000 and \$500,000 are assessed 0.5%.

**Tapered** – For billing plans with more than one tier, when a breakpoint is surpassed, the fee assessed will be applied starting at the first dollar for all assets being charged. For example, if the fee for assets for an account with not more than \$250,000 in assets is 1.00% but drops to 0.5% if the account's assets are more than \$250,000, then the fee assessed would be 0.5% on all assets in the account once the account exceeds \$250,000.

**Flat** – One flat dollar fee is assessed regardless of account value.

\* Annualized fees are assessed according to plan billing frequency.

**I certify that I am authorized on behalf of the Firm to complete this request. By signing below, I authorize Folio Institutional to act on the instructions provided on this form.**

<b>Signature</b>		<b>Date (mm/dd/yyyy)</b>	
<b>Print Name</b>		<b>Print Title</b>	

**Schedule B: Change Firm Billing Settings**

Please Check the box below for each change you want to make.

<b>Firm Name</b> (as shown on your Client Accounts page)	<b>House Account #</b>
--	------------------------

**Section 1: Change the Billing Mode**

Current Billing Mode		New Billing Mode	
Forward	In Arrears	Forward	In Arrears

**Definitions**

Forward - Fees are assessed in advance based on the value at the end of the prior billing period.

In Arrears - Fees are charged for the previous billing period based on the average daily balance of such period.

**Important**

This will change the mode for all of the billing plans under a billing Firm. This change can take a full billing cycle or longer based on the timing of the request and number of accounts involved.

**Section 2: Change the Billing Frequency**

Current Billing Frequency		New Billing Frequency	
Monthly	Quarterly	Monthly	Quarterly

**Important**

This will change the frequency for all of the billing plans under a billing Firm. This change can take a full billing cycle or longer based on the timing of the request.

**Section 3: Change the Billing Level**

Change from Member Level to Account Level Billing	
Yes	No

**Definitions**

Member Level - Billing is applied at the member level, which includes all accounts under the same client username.

Account Level - Billing is applied on a per account basis.

**Important**

This will change the billing level for all of the accounts under a billing Firm. It is only possible to change from member level billing to account level billing and, once implemented, this change cannot be reversed. This change can take a full billing cycle or longer based on the number accounts involved.

I certify that I am an officer or a principal of the Firm and am authorized to complete this request. I understand that any change requested on this form will impact all existing and new billing plans under a billing Firm. By signing below, I authorize Folio Institutional to act on the instructions provided on this form.

<b>Signature</b>		<b>Date</b> (mm/dd/yyyy)	
<b>Print Name</b>		<b>Print Title</b>	