



# SEI Private Trust Company 2023 Year-End Calendar

## Introduction

This guide focuses on all relevant transaction processing cutoffs and document delivery dates from November 2023 to May 2024 and should be used as a reference to ensure transactions are submitted before the communicated cutoff times. This guide supplements the *November Year-End Tax Preparation and Tax Process Update*.

### **Please keep the following best practices in mind when preparing for year-end and tax year cutoffs:**

- › The dates and deadlines stated assume that all requests are received in good order. Every effort should be made to submit all requests using the appropriate SEI Private Trust Company (SPTC) forms or self-service submission. Each form must be completed in its entirety, and any supplemental information must be provided as required.
- › Self-service transactions on the [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) generally have a later cutoff of 15 minutes before market close. **This cutoff time is based on when the transaction has been e-signed and approved (when applicable)**, so please make sure to monitor any additional signature and approval steps for submitted transactions.
- › Certain non-SEI mutual funds and other securities may have cutoffs earlier than normal market close. Please be aware of these cutoffs when submitting transaction requests because they will require an earlier submission to SPTC than the cutoff times listed below.
- › Please submit all transaction requests as soon as possible. SPTC appreciates the effort on your part in submitting your requests prior to the stated deadlines.
- › Tax Projections are meant to be used for tax planning purposes. However projections do not represent the entire tax year and are as of the date listed on the form. Tax projections do not project upcoming income, sales, or capital gain distribution activity. Tax projections also do not have tax information on Income Re-Allocation (IR), Return of Capital (ROC), or Widely Held Fixed Income Trust (WHFIT) since that will be provided in February and March. Tax projections should not be used to file a tax return; only the final 1099 tax forms should be utilized for that purpose.

## November 2023 – Key Dates and Deadlines

### **Friday, November 10**

- › Projected 1099R, 1099DIV, 1099B, 1099INT, and 1099OID tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com).

### **Monday, November 20**

- › Quarterly Account Rebalancing will occur this day.

### **Wednesday, November 22**

- › SEI Private Trust Company service team lines close at 5 p.m. EST.
- › Stock market open normal hours. Bond markets will have an early closure.

### **Thursday, November 23**

- › SEI holiday, OFFICE CLOSED

### **Friday, November 24**

- › Stock market closes at 1 p.m.
- › Bond markets will have an early closure.
- › Platform self-service transactions must be entered by 12:45 p.m. EST.
- › Early cutoff of 11 a.m. EST for forms to be received at SEI Private Trust Company
- › SEI Private Trust Company service team lines close at 5 p.m. EST.

## December 2023 – Key Dates and Deadlines

### Friday, December 08

- › Projected 1099R, 1099DIV, 1099B, 1099INT, and 1099OID tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com)

### Friday, December 15

- › Deadline for distributions from **SEI Managed Account Solutions** to be included as 2023 tax year activity. All distribution requests sent on forms must be received at SEI Private Trust Company by **2:30 p.m. EST** or by **3:45 p.m. EST** if done as a self-service action.
- › Final deadline for 2023 **Managed Account Solutions Tax-Loss Harvesting Forms** to be received in good order by SEI Private Trust Company.
- › Firm change fee ‘blackout period’ begins. During this time, any BD change requests received that would normally require pro-rating of advisory fees to the ‘old’ firm are put on hold until the full 4th quarter 2023 fees have posted in January. The blackout period will end January 12<sup>th</sup>.

### Week of December 18

- › SEI issued Mutual Fund capital gain distributions will pay to client accounts

### Tuesday, December 19

- › Missing Cost Basis/Acquisition Date changes due to SEI Private Trust Company to be reflected in the Year End 2023 investor statements.
- › Deadline for distributions requests from **Non-Managed accounts** requiring the sale of **securities** or Closed-End Mutual Funds to be included as 2023 tax year activity. Distribution requests sent on forms must be received at SEI Private Trust Company by **2:30 p.m. EST** or by **3:45 p.m. EST** if done as a self-service action.
- › Deadline for distributions requests from accounts in **SEI’s Distribution Focused Strategies (DFS)** to be included as 2023 tax year activity. Distribution requests sent on forms must be received at SEI Private Trust Company by **2:30 p.m. EST** or by **3:45 p.m. EST** if done as a self-service action.
- › Deadline for submission of **bulk security transaction processing** requests. Any request of 25 or more trades, accounts, or tax lots is considered a bulk request. Requests must be received in **good order by 11 a.m. EST** to be included in 2023 tax year activity.
- › **Deadline for outgoing in-kind gifting requests, IRA Roth conversions in-kind requests and account closing internal in-kind requests.**

### Friday, December 22

- › Stock market open normal hours. Bond markets will have an early closure.
- › Last day to receive an Advisor Error form/‘Letter of Indemnity’ for the correction to be considered for 2023.
- › Final deadline to reverse IRA Federal and State withholding for tax year 2023. Requests to reverse withholding require an advisor error form/Letter of Indemnity.

### Monday, December 25

- › SEI holiday, OFFICE CLOSED

### Wednesday, December 27

- › Deadline for distributions requests from Non-Managed accounts holding **third-party (non-SEI) mutual funds** to be included as 2023 tax year activity. Distribution requests sent on forms must be received at SEI Private Trust Company by **2:30 p.m. EST or by 3:45 p.m. EST if done as a self-service action.**
- › Deadline for submission of **bulk mutual fund transaction processing** requests. Any request of 25 or more trades, accounts, or tax lots is considered a bulk request. Requests must be received in good order by **2:30 p.m. EST** to be included in 2023 tax year activity.
- › ACHs (Automatic Investment Program) need to be initiated by **2:30 p.m. EST** to be included as a 2023 activity.
- › Last day to submit new account applications in good order for the account to be setup in 2023.
- › Deadline to submit name and address changes for 2023 tax forms for SEI Private Trust Company accounts.

### Thursday, December 28

- › Deadline for distributions requests from Non-Managed accounts holding from **SEI mutual funds** to be included as 2023 tax year activity. Distribution requests sent on forms must be received at SEI Private Trust Company by **2:30 p.m. EST or by 3:45 p.m. EST** if done as a self-service action.
- › Deadline for distributions requests from Non-Managed accounts holding from **Money Market/Cash** to be included as 2023 tax year activity. Distribution requests sent on forms must be received at SEI Private Trust Company by **1:00 p.m. EST or by 1:45 p.m. EST** if done as a self-service action.
  - **SEI Insured Deposit Cash** Distribution requests sent on forms must be received at SEI Private Trust Company by **11:00 a.m. EST or 1:30 p.m. EST** if done via self-service action.

### Friday, December 29

- › Office open until 5 p.m. EST
- › Stock market open normal hours. Bond markets will have an early closure.
- › Deadline for cash receipts to be included as 2023 tax year activity
  - Checks must be received at SEI Private Trust Company by **12 p.m. EST.**
  - Wires must be received by **1 p.m. EST.**
- › Deadline for non-managed account Trade Requests to be received at SEI Private Trust Company and be included as 2023 tax year activity
  - Security trade requests via form must be received by **12:30 p.m. EST.**
  - Non-SEI mutual fund trade requests via form must be received by **12:30 p.m. EST.**
  - SEI mutual fund trade requests via form must be received by **2:30 p.m. EST.**
  - Equity trades submitted on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) must be completed by **3:45 p.m. EST**
- › Tax-Loss Harvesting submitted on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for non-managed accounts must be completed by the deadlines mentioned in the previous bullet point.
- › Deadline for Incoming Gifts to be included as 2023 tax year activity
  - Gifted assets must be received at SEI Private Trust Company by **12 p.m. EST**

Please Note: SEI Private Trust Company does not have control over counterparty's timelines for sending gifts to SEI Private Trust Company. As a best practice you should initiate incoming in-kind transactions as soon as possible at the sending institution.

## January 2024 – Key Dates and Deadlines

### Monday, January 1

- › SEI holiday, OFFICE CLOSED

### Friday, January 5

- › Projected 1099B, 1099DIV, 1099INT, and 1099OID tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com).

### Monday, January 8

- › 2024 Required Minimum Distribution (RMD) Report available to advisors through the [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) RMD dashboard.

### Monday, January 15

- › SEI holiday, OFFICE CLOSED

### Friday, January 12

- › 1099R tax forms available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users and [www.AccessMyPortfolio.com](http://www.AccessMyPortfolio.com) and [Investor.SEI-Connect.com](http://Investor.SEI-Connect.com) for investors.

### Friday, January 19

- › 5498 tax forms available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users and [www.AccessMyPortfolio.com](http://www.AccessMyPortfolio.com) and [Investor.SEI-Connect.com](http://Investor.SEI-Connect.com) for investors.

### Monday, January 22

- › A bulk download of all clients 1099R and 5498 tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users

### Wednesday, January 24

- › Final deadline for cost basis information to be submitted to SEI Private Trust Company in order for the updates to be reflected in 2023 tax reporting.

### Wednesday, January 31

- › 1099-R and 5498 tax forms will be postmarked and mailed to end investors by this date.
- › 5498 will include the 2024 Required Minimum Distribution (RMD) notification and December 31, 2023 Fair Market Value Letters.

## February 2024 – Key Dates and Deadlines

- › SEI Private Trust Company will sometimes refer to the Tax forms 1099DIV, 1099INT, 1099B, and 1099 OID as ‘Combined’ Tax forms or ‘1099DIOB’ tax forms.
- › SEI Private Trust Company will run the Return of Capital Reclassification (ROCR) program in early February. This program adjusts cost basis for dividends that were reclassified at any point during the tax year.
- › Several types of ‘collective’ instruments, including Mutual Funds, REITs and Unit Investment Trusts, pay periodic income to holders throughout the year, based upon estimated earnings of underlying holdings. Should the fund find after the end of the year that income paid exceeds income earned, the excess is reclassified as return of capital.
- › The reclassification not only splits the amount of original distribution to the holder, but as a result of a portion of that distribution now considered Return Of Capital, the cost basis of the eligible tax lots must be updated. For those eligible lots that were disposed subsequent to the income distribution, the update of cost basis must also result in updated realized gain/loss on the disposed lots. These cost adjustments will be reflected in the Transactions section of your clients’ statements.
- › In early February, ‘collective’ instruments will also perform Income Reallocation (IR) of income paid in 2023. This is to separate the income’s tax character to be specific between taxable and tax -exempt income. If the asset has not sent final IR factors, your clients 1099 will remain on hold until they are received.
- › Sometimes assets make corrections to the original IR information provided to SEI Private Trust Company. If a correction is made, SPTC will issue a corrected 1099 to the client with the updated IR information.

### Friday, February 9

- › SEI Private Trust Company will be producing the first wave of 1099DIV, 1099INT, 1099B, and 1099 OID tax forms. SEI will only include tax forms for accounts which we have received all the ROCR and IR factors for all holdings.
- › The first wave of 1099DIV, 1099INT, 1099B, and 1099 OID tax forms available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users and [www.AccessMyPortfolio.com](http://www.AccessMyPortfolio.com) and [Investor.SEI-Connect.com](http://Investor.SEI-Connect.com) for investors.
- › If an account does not have a form produced on the February 9th, it is because SPTC has not received all the return of capital factors and Income Reallocation from the asset issuer. The 1099 will be produced, made available online, and postmarked by the IRS deadline of February 28 unless the account holds a Widely Held Fixed Investment Trusts (WHFIT). For accounts holding WHFIT’s, refer to the March 8 date below.

### Tuesday, February 13

- › A bulk download of all currently available 1099DIV, 1099INT, 1099B, and 1099 OID tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users.

### Friday, February 16

- › SEI Private Trust Company will be producing a second wave of 1099DIV, 1099INT, 1099B, and 1099 OID tax forms. SEI will only include tax forms for accounts which we have received all the ROCR and IR factors for all holdings.
- › The Second wave of 1099DIV, 1099INT, 1099B, and 1099 OID tax forms available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users and [www.AccessMyPortfolio.com](http://www.AccessMyPortfolio.com) and [Investor.SEI-Connect.com](http://Investor.SEI-Connect.com) for investors.
- › The first wave of 1099DIV, 1099INT, 1099B, and 1099 OID tax forms will be mailed to investors.
- › If an account does not have a form produced on February 16th, it is because SPTC has not received all the return of capital factors and Income Reallocation from the asset issuer. The 1099 will be produced, made available online, and postmarked by the IRS deadline of February 29 unless the account holds a Widely Held Fixed Investment Trusts (WHFIT). For accounts holding WHFIT’s, refer to the March 8th date below.

## Monday, February 19

- › SEI holiday, OFFICE CLOSED

## Tuesday, February 20

- › A bulk download of all currently available 1099DIV, 1099INT, 1099B, and 1099 OID tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users. This bulk download will not include previously produced 1099 tax forms. Those tax forms will still be available on the previously produced bulk tax form download.

## Friday, February 23

- › SEI Private Trust Company will be producing a third wave of 1099DIV, 1099INT, 1099B, and 1099 OID tax forms. SEI will only include tax forms for accounts which we have received all the ROCR and IR factors for all holdings.
- › The third wave of 1099DIV, 1099INT, 1099B, and 1099 OID tax forms available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users and [www.AccessMyPortfolio.com](http://www.AccessMyPortfolio.com) and [Investor.SEI-Connect.com](http://Investor.SEI-Connect.com) for investors.
- › The second wave of 1099DIV, 1099INT, 1099B, and 1099 OID tax forms will be mailed to investors.
- › If an account does not have a 1099 form produced on February 23rd it is because either ROCR and IR factors have not been received or the account holds a Widely Held Fixed Investment Trusts (WHFIT). For accounts holding WHFIT's please refer to the March 8th date below.

## Tuesday, February 28

- › A bulk download of all currently available 1099DIV, 1099INT, 1099B, and 1099 OID tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users. This bulk download will not include previously produced 1099 tax forms. Those tax forms will still be available on the previously produced bulk tax form downloads.

## March 2024 – Key Dates and Deadlines

### Friday, March 8

- › Final 2023 Tax Form 1099-DIV, 1099-INT, 1099-OID and 1099-B wave. Generally for accounts holding Widely Held Fixed Investment Trusts (WHFIT) or for accounts where ROCR and IR factors have not been received.
- › The 1099DIV, 1099INT, 1099B, and 1099 OID tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users and [www.AccessMyPortfolio.com](http://www.AccessMyPortfolio.com) and [Investor.SEI-Connect.com](http://Investor.SEI-Connect.com) for investors.
- › The third wave of 1099DIV, 1099INT, 1099B, and 1099 OID tax forms will be mailed to investors.
- › First set of **revised** 2023 SEI Private Trust Company Tax Packages, reflecting industry-provided income reallocation and return-of-capital adjustments, will be mailed to investors and available for advisor review on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) by March 15, 2024.\*

### Tuesday, March 12

- › Tax Forms 1099-DIV, 1099-INT, 1099-OID and 1099-B Tax Packages for accounts holding Widely Held Fixed Investment Trusts (WHFIT) postmarked and mailed to investors.
- › A bulk download of all remaining 1099DIV, 1099INT, 1099B, and 1099 OID tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users. This bulk download will not include previously produced 1099 tax forms. Those tax forms will still be available on the previously produced bulk tax form downloads.

### Friday, March 15

- › Last day for **revised** 2023 SEI Private Trust Company Tax Packages and also accounts with that require IR, reflecting industry-provided income reallocation and return-of-capital adjustments, to be provided by third-party mutual fund companies to SEI Private Trust Company.\*
- › Final 2023 Tax Form 1099-DIV, 1099-INT, 1099-OID and 1099-B wave for accounts holding assets where IR or ROCR were not finalized until end of February or later.
- › The 1099DIV, 1099INT, 1099B, and 1099 OID tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users and [www.AccessMyPortfolio.com](http://www.AccessMyPortfolio.com) and [Investor.SEI-Connect.com](http://Investor.SEI-Connect.com) for investors.

### Friday, March 29

- › Final round of **revised** 1099s, reflecting industry-provided income reallocation and return-of-capital adjustments, will be postmarked and mailed to investors.\*

\*Issuers of ‘collective’ instruments, including Mutual Funds, REITs and Unit Investment Trusts, occasionally revise factors after reporting them to SPTC. If this occurs SPTC is required to revise any previously issued 1099. SPTC will update the tax forms as soon as a factor correction is received and make it available to the client. SPTC is not able to predict when issuers need to make revisions to correct previously provided fund factor information.

## April 2024 – Key Dates and Deadlines

SEI Private Trust Company deadlines for Traditional, SEP ‘employee’, and Roth IRA contributions to be designated as 2023 tax year contributions

To meet the deadline for IRA contributions made via distributions from SPTC accounts the cash needs to be made available by Monday, April 15. To allow for this, forms need to be received by following dates:

- › Monday, April 1                    2:30 p.m. EST for SEI Managed Account Solutions\*
- › Monday, April 8                    2:30 p.m. EST for Securities and Closed-End Mutual Funds\*
- › Friday, April 12                    12:30 p.m. EST for Non-SEI mutual Funds
- › Friday, April 12                    2:30 p.m. EST for SEI Funds\*
- › Monday, April 15                    2:30 p.m. EST if the balance is all in money market\*
  - SEI Insured Deposit Cash by 11:00 a.m. EST or 1:30 p.m. EST if done via self-service action

Deadlines for IRA contributions made via check, ACH, or wire:

- › Monday, April 15                    ACH (AIPs) initiated by 2:30 p.m. EST
- › Monday, April 15                    Postmarked envelope including the check (please see the note below)
- › Monday, April 15                    Wire must be received by 2 p.m. EST

**NOTE: For Traditional, SEP ‘employee’, and Roth IRA contributions via check to be designated as contributions for the 2023 tax year they must:**

1. Bear a valid U.S. postmark<sup>†</sup> with a mailing date no later than April 15, 2024.\*
2. Be received by SEI Private Trust Company on or before April 30, 2024.
3. Indicate that the check is a contribution for the 2023 tax year on the memo line of the check or have the check sent with an Additional Investment Form indicating the tax year.\*\*

<sup>†</sup>Contributions received bearing a postmark from a commercial postage meter machine (i.e., Pitney Bowes) will not be accepted as a 2023 tax year contribution if received by SEI Private Trust Company after April 15, 2024.

\*In addition to the U.S. Postal Service, the Internal Revenue Service has also approved the following couriers: Federal Express, UPS, and DHL. Any properly designated 2023 tax year contributions will be accepted if shipped through one of these approved couriers on or before April 15, 2024.

The postmark date will be based on the envelope that is addressed to SEI Private Trust Company. If an IRA participant postmarks an envelope by April 15, 2024, and mails it to their advisor or broker dealer who subsequently mails the check and postmarked envelope to SPTC the contribution will be considered a 2023 tax year contribution. However please include the original envelope postmark when mailing this check to SPTC.

\*\*If the tax year is not indicated on the check or an Additional Investment Form sent prior to the check’s arrival, SPTC will code the check as a current year contribution. If the coding should be updated to a prior year contribution, please submit an Additional Investment Form indicating the updated tax coding and then call the Middle Office service team at 1-800-734-1003 to notify them of the form.



## May 2024 – Key Dates and Deadlines

### Friday, May 17

- › Updated 2023 Form 5498s tax forms will be available on [www.SEIAdvisorCenter.com](http://www.SEIAdvisorCenter.com) for Advisor firm users and [www.AccessMyPortfolio.com](http://www.AccessMyPortfolio.com) and [Investor.SEI-Connect.com](http://Investor.SEI-Connect.com) for investors. Note: The updated 5498's will only be issued to clients who made a prior year contribution in 2024 for 2023 after mid-January, to clients who made a 2023 contribution in 2024 but did not have a 12/31/2023 market value, to clients who need a corrected 5498 and special handling/special coding requests. Otherwise, the 5498 sent in January is the final document.

### Friday, May 31

- › Updated 5498s will be postmarked and mailed to IRA participants.

*If you have any questions about the SEI tax reporting process or any of the materials in this announcement, please contact your SEI representative by calling 800-734-1003.*

*Information provided by SEI Private Trust Company (SPTC), a federally chartered limited purpose savings association, for general guidance only.*

*SPTC is a wholly owned subsidiary of SEI Investments Company. Neither SEI nor its affiliates provide tax advice. Please note that (i) any discussion of U.S. tax matters contained in this communication cannot be used by you for the purpose of avoiding tax penalties; (ii) this communication was written to support the promotion or marketing of the matters addressed herein; and (iii) you should seek advice based on your particular circumstances from an independent tax advisor.*