

# Auto RMD: Disburse Cash.



## Use of Feature

The **Auto RMD: Disburse Cash** action allows for setting up a recurring distribution to satisfy the yearly **Required Minimum Distribution (RMD)** amount. Once set up, the recurring distribution will automatically update for each future year.

The **Auto RMD: Disburse Cash** action also allows for a client or authorized signer to electronically sign the distribution authorization through the use of DocuSign, where applicable. The **Electronic Signature** feature is discussed within the Provide eSignature section of this guide.

## Navigating to Auto RMD: Disburse Cash

From your Advisor Center dashboard, you can access the **Auto RMD: Disburse Cash** action from the **Business** menu.

Select the **IRA Compliance - RMDs** dashboard, then expand the “+” icon. The **Actions** icon will be selectable and the option to select **Disburse Cash** will be available.

The screenshot displays the SEI Advisor Center interface. At the top, the 'Business' menu is open, showing options like 'AUM', 'CAA', 'Fee Revenue', 'IRA Compliance', and 'Net Flows'. The 'IRA Compliance' option is highlighted with an orange box. Below this, the 'RMDs' dashboard is visible, featuring a donut chart titled 'RMD Status by Number of Clients' for 3 clients. The main part of the screenshot is a table with the following columns: Client Name, DOB & Age / Account, Auto RMD, RMD Status / Amount Remaining, RMD, Year-to-Date Distributions, Scheduled Distributions, and Actions. The table lists four clients, all with 'Not Met' RMD status. The 'Actions' column for the first client is highlighted with an orange box, showing 'Disburse Cash' and 'Transfer Cash' options.

Client Name, DOB & Age / Account	Auto RMD	RMD Status / Amount Remaining	RMD	Year-to-Date Distributions	Scheduled Distributions	Actions
AmericanFund, Arthur 19-Aug-1980 / 43 Years Old	Off	Not Met \$332.69	\$332.69	\$0.00	\$0.00	Disburse Cash Transfer Cash
Inherited IRA Group	Off	Not Met \$332.69	\$332.69	\$0.00	\$0.00	
Arthur AmericanFund BiO Michael AmericanFund IRA	Off	Not Met \$332.69	\$332.69	\$0.00	\$0.00	
ETF, Bob 01-Mar-1949 / 74 Years Old	Off	Not Met \$977.01	\$977.01	\$0.00	\$0.00	
ETF, Barbara 04-Apr-1948 / 75 Years Old	Off	Not Met \$1,009.38	\$1,009.38	\$0.00	\$0.00	

## Enter Disbursement Details

If the Client has multiple eligible IRA accounts, select the account that you would like to process the disbursement from. This will be the main account that will satisfy the Client's RMD. If the client only has one account, this account will default in the **Account Name** field.

**Portfolio:** Next, choose the portfolio from which you would like the disbursement taken. If this account has multiple portfolios and uses the Multi-Portfolio Allocation (Overlay) functionality, you may choose the Transitory Cash portfolio.

Each portfolio will display the available cash next to the portfolio name until the money market cutoff time. After the money market cutoff time has passed, the available cash will show as zero. Disbursements can still be processed after money market cutoff times. The date will need to be changed to the next available business day.

**Source of Funds:** The Source of Funds dropdown is used to choose how the disbursement will be funded. The options are **Existing Cash** and **Raise Cash**.

### Existing Cash

When selecting **Existing Cash**, the disbursement will be processed on the **Start Date** entered, provided it is:

- A valid business day
- There is available cash
- Signer(s) have completed the Electronic Signature process (if applicable)
- The transaction (with any firm approvals) is received prior to the money market sweep cut-off time. If it is after the money market sweep cut-off time you will receive an overdraft warning.

The screenshot shows the 'Auto RMD: Disburse Cash' form with the following fields highlighted by orange boxes:

- Account Name (Number):** Arthur AmericanFund B/O Michael AmericanFund IRA (# 1511642)
- Portfolio:** AF Grwth Inc (Capital) | SEI Growth & Income Strategy with American Funds - \$117.96
- Source of Funds:** Raise Cash
- Frequency:** Annually
- Start Date:** 03-Jan-2024
- End Date:** (empty)
- Amount:** 398.56
- RMD Remainder:** 398.56
- Reason for Distribution:** Death Distribution
- Payment Method:** Check
- Delivery Method:** 01 Normal Delivery
- Pay To / Deliver To:** AmericanFund, Arthur |
- Federal Withholding:** 39.86 USD, Percentage: 10.00 %
- State Withholding (PA):** 12.24 USD, Percentage: 3.07 %

Buttons: Cancel, Next

If you receive this warning and would like to continue with your request, you may change the start date to the next business day or you can resubmit the disbursement using the **Raise Cash** option.

If you have selected **Existing Cash** and are utilizing the **Electronic Signature** feature, the signers must complete their **Electronic Signature** on or before the **Start Date** indicated. If the **Electronic Signature** is not on or before the **Start Date** the activity will be cancelled and the firm will need to initiate another disbursement.

## Raise Cash

If **Raise Cash** is selected, the disbursement will be released when the cash is available. If you are utilizing the **Electronic Signature** feature, the disbursement will be released when cash is available as long as the signer(s) complete the **Electronic Signature** process prior to the cash being available.

If the signer(s) do not complete the **Electronic Signature** process prior to the availability of cash then the disbursement will be released the day after the signature is received.

## Frequency / Start Date / Amount / RMD Remainder

The **Frequency** will default to **Annually**; However you are able to choose any of the additional options listed in the **Frequency** dropdown.

The **Start Date** is based on the Frequency selected. When selecting **Annually**, **Every 6 Months**, **Monthly**, or **Quarterly**, the **Start Date** is the actual date the distribution will be taken. When selecting **First Business Day of the Month** or **Last Business Day of the Month**, the distribution will be sent on that First or Last Business Day that follows the **Start Date**.

The **Amount** is based on the **Frequency** selected and will display the amount disbursed each recurring frequency.

The **RMD Remainder** takes into consideration any **Year-to-Date** and **Scheduled Distributions**.

## Reason for Distribution / Treatment Code

The **Reason for Distribution** will default based on the IRA account type. When choosing the **Normal Distribution** option, an additional option will appear for the **Treatment Code**. Normal Distribution should also be selected from the **Treatment Code** dropdown. The **Reason for Distribution** for Inherited IRAs will default to **Death Distribution** and cannot be changed.

## Payment / Delivery Method

From the **Payment Method** dropdown, choose the method of payment for the disbursement. When selecting **Check**, an additional option will appear for the Delivery Method.

Select the **Delivery Method** from the dropdown.

- Checks using the Normal Delivery option will be sent via US Postal Service regular mail.
- Checks using the Overnight Delivery option will be sent via UPS overnight delivery.
- Checks using the Overnight Priority Delivery option will be sent via UPS overnight for AM delivery.

Also when selecting **Check**, a Memo line will appear. This field can be used for information that needs to be displayed on the check.

**Pay To / Deliver To:** The **Pay To / Deliver To** dropdown will display all of the existing Pay To Recipients based on the **Payment Method** selected above. Choose the **Pay To** from the dropdown. If the account has only one **Pay To** for that **Payment Method**, the **Pay To** will default in the **Pay To** section.

## Federal Withholding Amount / Percentage

IRA accounts will also display a **Federal Withholding** if applicable.

The **Federal Withholding** will default to 10%. You may choose to increase this amount by changing the **Amount** or **Percent** field. You may also waive the Federal Withholding by selecting the **Waive Federal Withholding** check box, if your client has elected this waiver.

## State Tax Withholding Amount / Percentage

If the State has a minimum **State Tax Withholding**, this option will also appear and default to the state minimum. You may choose to increase this amount by changing the **Amount** or **Percent** field. You may also waive the **State Tax Withholding** by selecting the Waive State Withholding check box, if your client has elected this waiver.

For additional information about State Tax withholding, review the State Tax Withholding guide found in the Help Menu on Advisor Desktop. This guide will outline how State Tax is calculated based upon the rules of the individual states.

## Notes to Client / External Reference Number

**Notes to Client:** The **Notes to Client** field is a freeform field and any information entered in this field could be included in the resulting transaction, or appear on the client's statement. If the disbursement is being sent via wire, **For Further Credit** information is required in this field.

If using the field for a **For Further Credit**, make sure to enter all applicable information in the following form:

FFC    Account Name (SEI Investments SWP Test Account IRA 1)    Account Number (123456)

**External Reference Number:** The External Reference Number field is an optional field and should be used for informational purposes only. This will not appear on client statements or on the disbursement check.

Once completed, select **Next**.

## Verify Changes

The **Verify Changes** page is used to review all of the information that was entered for the disbursement. If any changes need to be made, select the **Previous** button to return to the **Disbursement Details** page. If all of the information entered is correct, select **Next**.

Gross Amount	Fees	Net Amount
\$398.56	\$0.00	\$346.46

Order Information

Account Name(Number)  
Arthur AmericanFund B/O Michael AmericanFund IRA

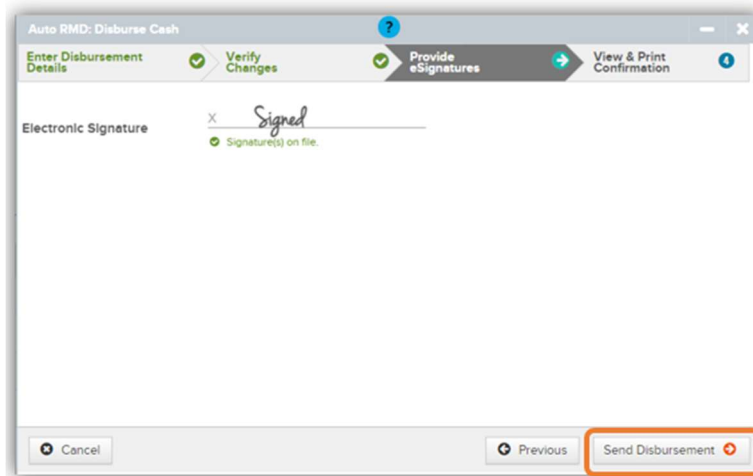
Portfolio  
AF Grwth Inc (Capital) -  
\$117.96

Sample

Buttons: Cancel, Previous, Next

## Provide eSignatures

If the **Pay To** selected is eligible for straight through processing (which means we have the client's signature on file) the electronic signature line will indicate **Signed**.

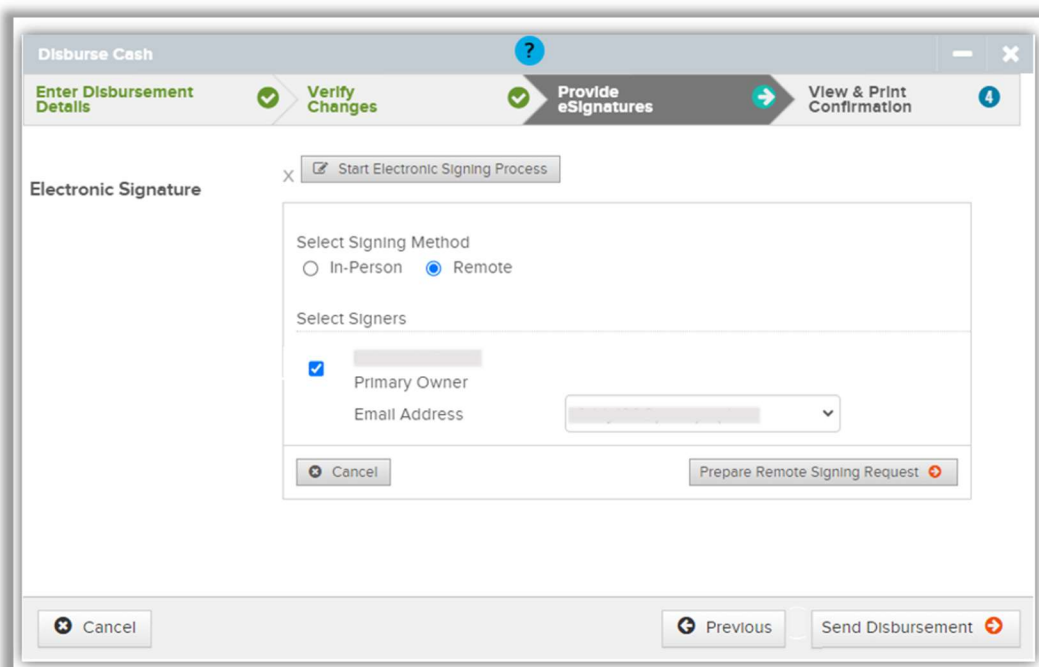


By selecting the **Send Disbursement** button, the disbursement will route to the firm's Authorized Approver, if your firm is utilizing approvals. Otherwise, the disbursement will be processed automatically if the Pay To's signature is on file with SEI. If the Pay To's signature is not on file, the disbursement will not be sent to SEI until the client or authorized signer has completed the electronic signature process.

If an **Electronic Signature** is required, the best practice is to obtain the Electronic Signature as early as possible to avoid additional delays.

If the **Pay To** is not setup for or eligible for straight thru processing you will see the option to **"Start Electronic Signing Process"** on the electronic signature line.

Best practice is to obtain the **Electronic Signature** as early as possible to avoid additional delays.



**Start Electronic Signing Process:** By selecting **Start Electronic Signing Process** you will now have the ability to allow the client or any authorized signers on the account to sign electronically.

**Select Signing Method:** Once you select **Start Electronic Signing Process** you are given the option for **In Person** or **Remote** signing.

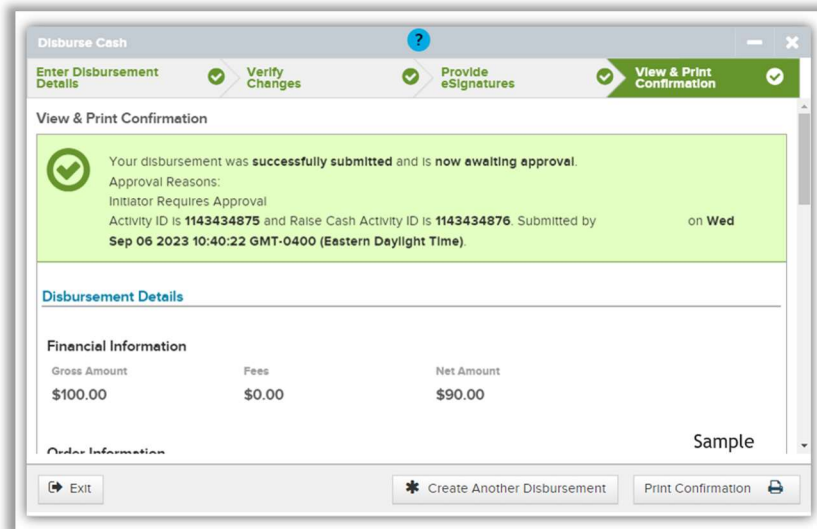
**Select Signers:** Once you select the signing method, you will be provided with a list of signers to select from. Please note if **Remote** was chosen as the signing method, you will need to select the email address of the signer(s). If there are multiple signers and **In Person** was selected, you will also need to select the order in which they will sign.

**Prepare Signing Request:** Selecting **Prepare Signing Request** will collapse the signing request box and the **Electronic Signature** line will be updated with the option to **Edit Signing Request**.

**Send Disbursement:** By selecting the **Send Disbursement** button, the Electronic Signature request will be sent to client or authorized signer. The disbursement will not be sent to SEI until the client or authorized signer has completed the electronic signature process.

## View & Print Confirmation

A confirmation will display the Activity ID, who the activity was submitted by, and the time and date. At the bottom of the page is a **Print Confirmation** button, so that you can print this page for your records. When finished with this page, select the **Exit** button in the lower left corner and you will be returned to the IRA Compliance - RMDs page.



The **Auto RMD** status will now appear as **In Process**. This will take an overnight to update and the next day, the RMD Status will display as **Scheduled To Meet** until the distribution(s) have been complete.

Client Name, DOB & Age / Account	Auto RMD	RMD Status / Amount	RMD	Year-to-Date Distributions	Scheduled Distributions	Actions
[redacted]	In Process	Not Met \$3,905.58	\$3,905.58	\$3,905.58	\$0.00	[icon]