

Disbursement Method Guidelines.



Item Ref	Activity or Transaction	Available On-line	Electronic Signature required	Form Required	SEI Private Trust Company Form (if applicable)
1	Check to the Account Owner(s)' Address of Record	Actions: Disburse Cash Payment: Check	No		
2	ACH or Wire to Account Owner(s)' bank account(s) when Standing Instructions are on file	Actions: Disburse Cash Payment: ACH or Wire	No		
3	ACH or Wire to Account Owner(s)' bank account(s) when Standing Instruction is not on file	Actions: Disburse Cash Pay To / Deliver To: Existing Pay To	Yes	Yes*	Distribution Form
4	ACH or Wire to Account Owner(s)' bank account(s) when the Pay To is not on file	Actions: Disburse Cash Pay To / Deliver To: Add New Pay To	Yes	Yes*	Distribution Form
5	Any disbursement to a 3rd Party Exception: Trust to Trustee Transfer is permitted. Registration must be the same. Standing Instructions are allowed and the Pay-To will be available online.	Actions: Disburse Cash Pay To / Deliver To: Existing Pay To or Add New Pay To	Yes	Yes*	Distribution Form
6	If an account owner has changed banks and needs a new "Pay To" created	Actions: Disburse Cash Pay To / Deliver To: Add New Pay To	Yes	Yes*	Distribution Form

*If your Broker Dealer does not allow the use of SEI's Electronic Signature process, a form would be required. You will need to upload the form within the Manage Forms action.

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7	Divorce Disbursement	Actions: Manage Forms Upload: Distribution Form		Yes	Distribution Form NOTE: IRA Distribution Form must be signed by the receiving party and accompanied with the Divorce Decree
8	IRA to IRA Transfers to a non-SEI custodian			Yes	Receiving custodian's transfer form or ACAT request
9	Disbursements for deceased IRA account holders			Yes	Inherited IRA Beneficiary Election Form and Death Certificate NOTE: Depending on election, additional forms will be required
10	Disbursements for deceased Non-IRA account holders			Yes	Distribution Form
11	If an account is pledged to another bank besides Bancorp			Yes	Distribution Form and Letter of Authorization from bank
12	Account Closings	Actions: Manage Forms Upload: Distribution Form		Yes	Distribution Form or receiving custodian's transfer form
13	In-Kind Disbursements to non-SEI account			Yes	Receiving custodian's in-kind ACAT request or transfer in-kind form

*Qualified Plan accounts, accounts that are pledged to an outside institution, or accounts for which distributions/withdrawals are restricted are not eligible for Straight Through Processing (SEI will not accept Standing Instructions for these accounts). If the account is pledged to an outside institution, an approval would need to accompany the Distribution request. Qualified Plan accounts and Personal Trust Service accounts require a client signed Distribution Form for each disbursement requested. E-Signature is available for these transactions, upon Broker-Dealer approval.