

FINRA

Firm Clearing Arrangement Form User GuideRelease 2.0July 07, 2019



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1 Overview

Firms use FINRA's Firm Clearing Arrangement Form to collect information regarding Firm arrangements, Clearing Organization Memberships, Electronic Data Processing Systems, and arrangements with Tri-Party Firms. Use this form if you are a Firm that self-clears, clears for other firms, or acts as an intermediary for clearing transactions.

There are several sections within the Firm Clearing Arrangement Form. The first displays the Firm Clearing Method and the Clearing Organization Membership Details sections. These sections display for all users.

The following sections are displayed based on the Firm Clearing Method selected:

- Introducing/Correspondent Firm Details
- Electronic Data Processing System Details
- Tri-Party Firm Details
- Fixed Income Transaction Details

The Filer Information section displays to all users. This guide explains how to complete and submit the form.



2 Login

- 1. Log in to the Firm Gateway: https://firms.finra.org
- 2. Enter your FINRA user name and password.
- 3. Please read the FINRA Terms and Conditions, which appear in the main window. The system then displays the main page of Firm Gateway.

Note: Some features on Firm Gateway may not be available to certain users dependent on the entitlements assigned.

FINCE Financial Industry Regulatory Authority		
Welcome to Firm Gateway User ID Forgot User ID or Password?	(j)	FINRA Entitlement Program Learn More
By clicking the 'Accept' button, I certify that I have read and understood and I accept all the following terms and conditions including the FINRA Entitlement Program Agreement and Terms of Use. This Privacy Statement relates to the online information collection and use practices of this FINRA Entitlement Program and embedded forms and applications (this "Web site"). This Privacy Statement complements the full FINRA Privacy Policy and may be updated from time to time. Updates to FINRA's privacy policies will be posted here and/or in the full FINRA Privacy Policy, as appropriate.	Som	To ensure security, you will be automatically logged out after 30 minutes of inactivity. Make sure to save your work frequently.
To enable you to be employed in certain positions or participate in certain matters or opportunities in the securities industry in the United States, FINRA collects certain personal data from you for identity verification and regulatory purposes. Personal information may include your name, address, phone number, social security number, date of birth, fingerprints, employment history and any other information that identifies or can be used to identify the person to whom such information pertains. FINRA may use your personal information submitted via this Web site for any regulatory purpose.		

Figure 1 - Firm Gateway Login Screen



Firm Gateway

Home	Compliance Calendar	Forms &	r Filings Info	rmation Requests		
My Qui	cklinks	Edit 🕑	Filing Re	eminders		Education
ATS Transparency Data			Review, and I	1530 Disclosure and Complaints Rule 4530(a,b,d), Sho Information Requests. ges may be reflected within one business day. Firm Filings	rt Filings, Reg-T, FCS	FINRA Annual Conference FINRA Institute at Georgetown – Week I: Foundation FINRA Institute at Georgetown – Week II:
			Next Due D	Pate Filing		Capstone
			Overdue	You have 7 overdue ANNUALAUDIT filings.		Preferred Pricing Program
			Overdue	You have overdue TFCE Exam Questionnaire filing.		
			Overdue	You have 2 overdue Record Request filings.		
			Overdue	You have overdue REXREGTM filing.	M	
			Overdue	You have 2 overdue Advertising Investigative Request filings.		Connecting firms with vendors that offer discounted pricing on Information
				e does not include all the filing responsibilities of yo ates on FINRA.org	ur firm. Want to know more?	Archive Services.

Figure 2 - Firm Gateway Homepage



3 Initiating a Firm Clearing Arrangement Form

1. Select the "Forms & Filings" tab (located at the top).

My Quicklinks Edit 3	Filing Remin	ders		Education
ATS Transparency Data	Review, and Informat Note: Changes ma My Filings Fi	ion Requests. y be reflected within one business day. rm Filings	reflected within one business day.	
	Next Due Date	Filing		Capstone
	Overdue	You have 7 overdue ANNUALAUDIT filings.	M	Preferred Pricing Program
	Overdue	You have overdue TFCE Exam Questionnaire filing.		
	Overdue	You have 2 overdue Record Request filings.		Lá
	0 Overdue	You have overdue REXREGTM filing.		
	Overdue	You have 2 overdue Advertising Investigative Request filings.		Connecting firms with vendors that offer discounted pricing on Information

Figure 3 - Selecting Forms & Filings

2. Select the "Firm Clearing Arrangements" form from the list of filings. Then select "Open Filing..."

🖹 BR

Carrying Agreements	
CBOE AML Form	Firm Clearing Arrangements
CBOE Annual Compliance & CEO Certification	🗁 Open Filing
BOE OE418 Form	Description
Customer Margin Balance	The Firm Clearing Arrangements Form collects information regarding Firm arrangements,
Distribution Manager	Clearing Organization Memberships, Electronic
Financial Notifications	Data Processing Systems, and arrangements with Tri-Party Firms. Use this form if you are a
FINRA 4230 (b) - Request for Extension of Time Monthly Report	Firm that self-clears, clears for other firms, or
FINRA Exam Waivers	acts as an intermediary for clearing transactions.
FINRA New Issue	Related Links
FINRA Order	Other Guidance
FINRA Transparency Services Participation Agreement	Filing Help
Firm Clearing Arrangements	Notices 08-76

Figure 4 - Selecting Firm Clearing Arrangements



- 3. When the Form Filing Cabinet for the Firm Clearing Arrangement form displays, determine if you want to:
 - a. **Open a new filing:** Select the "**Begin New Form**" button (Figure 6 Cabinet without any existing drafts)
 - b. <u>Open a draft filing</u>: Select the Filing ID of the filing with the status "Draft" (Figure 5 - Cabinet with existing draft filing)
 - c. **Review a submitted filing:** Select the **Filing ID** of the filing with the status **"Submitted"**
 - d. Delete a draft filing: Select Delete for the filing with the status "Draft"

Note: A new filing cannot be created when a pending filing exists.

Firm Clearing Arrangements Form

Please click "Begin New Form" to begin filling out a new form. A new filing cannot be created when a Draft filing exists.

If you are returning to this site, you can open any form by clicking on the filing id next or delete any Draft form by clicking the delete button. Your form's status will be "Draft" while you are completing it, and will change to "Submitted" once it has been submitted to FINRA.

Please be advised that any unsubmitted form that has not been modified for a period of 60 days will be automatically deleted by FINRA. We strongly recommend that you occasionally access and save your form to avoid its deletion. If you believe that your form has been deleted in error, please contact the FINRA Call Center at 301-869-6699.

Search filing	gs by a keyword or other te	erm from any field on a form:		
Search	Clear			
LING ID	STATUS	LAST UPDATED	UPDATE USER	ACTIONS
150755	Draft	06/06/2019 04:46 PM	difirm611	Delete
150754	Submitted	06/06/2019 04:23 PM	difirm611	
149328	Submitted	05/31/2019 01:05 PM	difirm611	

Figure 5 - Cabinet with existing draft filing

Firm Clearing A	rrangements Form
Please click "Begin New Form" to begin filling out a new form. A new	w filing cannot be created when a Draft filing exists.
If you are returning to this site, you can open any form by clicking o Your form's status will be "Draft" while you are completing it, and wi	n the filing id next or delete any Draft form by clicking the delete button. ill change to "Submitted" once it has been submitted to FINRA.
Please be advised that any unsubmitted form that has not been mo We strongly recommend that you occasionally access and save you deleted in error, please contact the FINRA Call Center at 301-869-6 Search filings by a keyword or other term from any field on a form:	5699.
Search mings by a keyword of ourier term norm any neid on a form.	
Search Clear	





4 Completing a Firm Clearing Arrangement Form

4.1 Firm Clearing Method

Select the clearing method(s) your firm uses.

When a user opens a new draft, checkboxes are pre-checked based on the checkboxes previously selected in the most recent filing submitted.

Note: Options 'K' and 'I' display text boxes for further explanation if selected.

Clearing Nethed and Clearing Organization Membership Dataile

	Clearing Method and Clearing Organization Membership Details						
Firr	n Clearing Method						
Sele	ect how your firm clears and settles transactions (Select all that apply) :						
\checkmark	a. Carries accounts or maintains funds or securities or provides clearing services for a correspondent/introducing brok dealer						
	 b. Carries and clears futures accounts or provides clearing services as a futures commission merchant under the Commodity Exchange Act 						
	c. Acts as a municipal securities brokers' broker and clear municipal accounts						
\checkmark	d. Clears Fixed Income transactions broker-to-broker						
	e. Self clears and carries general securities accounts, which may include mutual funds or variable annuities						
	For customer accounts						
	For proprietary accounts						
<u>~</u>	f. Self clears, but does not carry general securities accounts, which may include mutual funds or variable annuities						
	 g. Self clears only redeemable shares of registered investment companies or of interests or participations in an insurance company separate account directly from or to the issuer on other than a subscription way basis h. Introduces to a clearing firm 						
\checkmark	i. Acts as intermediary to a clearing firm for the purpose of settling accounts for another broker or dealer						
	j. Relies on an intermediary to facilitate the clearance of its accounts by a clearing and carrying firm						
	k. No Clearing Arrangement						
 Image: A start of the start of	I. Other						
	If Other, explain: *						
	You have 2000 character(s) left.						

Figure 7 - Firm Clearing Methods



4.2 Clearing Organization Membership Details

Select the clearing organizations with which your firm is a member and provide the Clearing Organization Membership identifiers, if applicable. Also, indicate if your firm maintains an SEA Rule 15c3-3 (Reserve) Bank account. If you select "Yes," you must also provide the bank name where the account is held.

	aring Organizati							
e	ct whether your firm is a member of the following:							
1	National Securities Clearing Corporation							
	Provide your firm's I	NSCC Number(s)						
	NSCC Membership	D ID.						
	5754745745			Delete				
	Add another	Delete All	1 Row(s)	_				
	Click a row to edit it.	Delete All	1100(3)					
	Click a fow to edit it.							
)	Depository Trust							
)	Government Secu	rities Division of Fixed	I Income Clearing Corpora	ation				
_	Martnana Backad	Securities Division of	Fixed Income					
	мопдаде-васкео	Securities Division of	Fixed income					
Options Clearing Corporation								
J	options cleaning c	Jorporation						
)	FUND/SERV Partic	ipant						
	Indicate the level(s)	that your firm participat	es in FUND/SERV:					
	Level One							
	Level Two							
	Level Three							
	Level Four							
	Provide your firm's FUND/SERV Number(s)							
	FUND/SERV Numb							
	1231341234							
				Delete				

Figure 8 - Clearing Membership Details





Does your firm maintain a 15c3-3 (Reserve) account(s) ? *

If yes, provide the name of the bank where the account is held

Bank Name			
Test 2	Delete		
			_
Add another	Delete All	1 Row(s)	

Click a row to edit it.

Figure 9 – Reserve Accounts



4.3 Firm Arrangements and Filing Information

The Firm Arrangement and Filing Information sections display based on the clearing method selected in the Firm Clearing Method section.

For example, if option "a. Carries accounts or maintains funds or securities or provides clearing services for a correspondent/introducing broker dealer" was selected, "Introducing/Correspondent Firm Details" will appear in this section.

4.3.1 Introducing/Correspondent Firm Details

Firm Arrangements and Filing Information

The Introducing/Correspondent Firm Details section will display if you selected option "**a. Carries** accounts or maintains funds or securities or provides clearing services for a correspondent/introducing broker dealer" in the Firm Clearing Method section. Firms are able to view all existing arrangements within this section. All existing arrangements are prepopulated with a blank status by default.

This section is used to add, modify, or close arrangements for U.S. Registered Broker-Dealers (Firms with CRD#) and other Firms (Firms without a CRD#), which are firms that are not registered U.S. broker-dealers, including foreign broker-dealers, investment adviser firms and banks. All existing arrangements are populated within this section. Existing arrangements can only be modified or closed.

ntrodu	cing/Correspondent	Firm Details				
		ducing/correspondent firm by searc plete the additional information for		RD# or name. Aft	er selecting	the fir
CRD #	Firm Name -	Foreign or Domestic Firm	Arrangement Type	Effective Date	Status	
67		DOMESTIC	FULLYDISCLOSED	06/13/2018		
123		DOMESTIC	FULLYDISCLOSED	06/14/2018		
316		DOMESTIC	FULLYDISCLOSED	04/26/2016		
79		DOMESTIC	FULLYDISCLOSED	04/26/2016		
	LALA	DOMESTIC	FULLYDISCLOSED	03/28/2019		
143624		DOMESTIC	OMNIBUS	03/15/2019		
	TEST 2	DOMESTIC	FULLYDISCLOSED	06/14/2018		
	TEST TEST	FOREIGN	OMNIBUS	03/29/2019		
	TESTST	FOREIGN	FULLYDISCLOSED	06/14/2018		
Add	Next Arrangement		9 Row(s)			

Figure 10 - Introducing Firm Details Grid





First decide whether an arrangement is being added, modified or closed and follow the appropriate steps listed below.

4.3.2 Adding a New Arrangement

1. Selecting the **Add Next Arrangement** button will display a pop-up window which will allow firms to enter details for the new arrangement.

```
Add Next Arrangement
```

9 Row(s)

Figure 11 - Add Next Arrangement

A. Determine whether the correspondent/introducing firm has a CRD number and fill out the remaining required fields (Figure 12 - Add An arrangement with CRD#). If the firm has a CRD#, user may search by firm name or CRD# using the **"Enter CRD Number or Firm Name"** lookup field. After selecting the firm based on the lookup field, the CRD# and firm name will be populated in the fields below.

	×
Foreign Domestic	
Omnibus Fully Disclosed	
Proprietary Customer Dealer	
	Omnibus Fully Disclosed

Figure 12 - Add An arrangement with CRD#



B. If the firm does not have a CRD# or cannot be found using the search, select **"Firm with No CRD#"** and fill out the remaining fields.

Introducing/Correspondent Firm Details Panel		×
Actions • ADD MODIFY CLOSE		
CRD *		
Firm with CRD# Firm with No CRD#		
Correspondent Firm Name * Approximate # of Accounts:		
Foreign or Domestic Firm: *	Foreign Domestic	
Type of Arrangement: *	Omnibus Fully Disclosed	
Type of Accounts: *	Proprietary Customer Dealer	
Effective Date: *	06/05/2019	
	Add Arrangement	Cancel

Figure 13 - Add an Arrangement without CRD#

 After entering arrangement details, select ADD Arrangement. The arrangement will then appear within the Introducing/Correspondent Firm Details section with the status "ADD." (Figure 14 - Added Arrangement)

Firm Arrangements and Filing Information

Introducing/Correspondent Firm Details

Use this section to add an introducing/correspondent firm by searching either by the firm CRD# or name. After selecting the firm from the search results list, complete the additional information for the arrangement.

CRD #	Firm Name	Foreign or Do	Arrangement Type	Effective Date	Status	
	Test	FOREIGN	FULLYDISCLOSED	06/05/2019	ADD	Delete





4.3.3 Modifying Existing Arrangements

Double clicking an existing arrangement will prompt users with a pop-up window to select to either to CLOSE or MODIFY an arrangement.

- 1. Selecting "MODIFY" will allow users to modify the following fields related to an arrangement:
 - Approximate # of Accounts
 - Foreign or Domestic
 - Type of Arrangement
 - Type of Accounts
 - Effective Date
- 2. Select **"Update Arrangement."** The arrangement will appear with the status of **"MODIFY"** within the grid. (Figure 16 Modified Arrangement within Grid)

Changes will be reflected once the form has been submitted.

Introducing/Correspondent Firm Details Panel		×
Actions		
CRD *		
Firm with CRD# Firm with No CRD#		
Correspondent Firm Name *	TEST TEST	
Approximate # of Accounts:		
Foreign or Domestic Firm: *	• Foreign Obmestic	
Type of Arrangement: *	Omnibus Fully Disclosed	
Type of Accounts: *	Proprietary Zustomer Dealer	
Effective Date: *	03/29/2019	
	Update Arrangement Cance	1
Figure 15 - Me	odify Arrangement Pop-up	

Firm Arrangements and Filing Information

Introducing/Correspondent Firm Details

Use this section to add an introducing/correspondent firm by searching either by the firm CRD# or name. After selecting the firm from the search results list, complete the additional information for the arrangement.

CRD #	Firm Name ∝	•	Foreign or Do	Arrangement Type	Effective Date	Status	
	BACON, WHIPPLE & CO.		DOMESTIC	FULLYDISCLOSED	06/13/2018	MODIFY	
	Figure 16	- /	Andified Arra	ngement withir	n Grid		



4.3.4 Closing Existing Arrangements

Double clicking an existing arrangement will prompt users with a pop-up window to select to either to CLOSE or MODIFY an arrangement.

- 1. Selecting "CLOSE" will disable all fields from being editable.
- 2. Select **"Update Arrangement."** The arrangement will appear with the status of **"CLOSED"** within the grid.

Changes will be reflected once the form has been submitted.

Introducing/Correspondent Firm Details Panel	×
Select MODIFY or CLOSE to begin updating the upon submission if an action is not selected.	editable fields related to the arrangement. Changes will not be reflected
Actions	
ADD MODIFY	
CRD Firm with CRD# Firm with No CRD#	
Correspondent Firm Name *	TEST TEST
Approximate # of Accounts:	5
Foreign or Domestic Firm: *	Foreign ODmestic
Type of Arrangement: *	Omnibus
Type of Accounts: *	Proprietary Customer Dealer
Effective Date: *	03/31/2019
	Update Arrangement Cancel

Figure 17 - Closed Arrangement Pop-up

Firm Arrangements and Filing Information

Introducing/Correspondent Firm Details

Use this section to add an introducing/correspondent firm by searching either by the firm CRD# or name. After selecting the firm from the search results list, complete the additional information for the arrangement.

CRD #	Firm Name	Foreign or Do	Arrangement Type	Effective Date	Status
		, č	с л		
	BACON, WHIPPLE & CO.	DOMESTIC	FULLYDISCLOSED	06/13/2018	CLOSE
	LALA	DOMESTIC	FULLYDISCLOSED	03/28/2019	CLOSE





4.4 Electronic Data Processing System Details

This section displays if you select any of the following options in the Firm Clearing Method section:

- A. Carries accounts or maintains funds or securities or provides clearing services for a correspondent/introducing broker dealer
- B. Carries and clears futures accounts or provides clearing services as a futures commission merchant under the Commodity Exchange Act
- C. Acts as a municipal securities brokers' broker and clear municipal accounts Clears Fixed Income transactions broker-to-broker
- E. Self-clears and carries general securities accounts, which may include mutual funds or variable annuities
- F. Self-clears, but does not carry general securities accounts, which may include mutual funds or variable annuities
- G. Self-clears only redeemable shares of registered investment companies or of interests or participations in an insurance company separate account directly from or to the issuer on other than a subscription way basis.

Use this section to report the type of operations/back office system used by your firm to process and clear transactions.

Electronic Data Processing System Details

Use this section to ente	er information about your firm's elec	ctronic data processing systems		
System Name -	System Description		Effective Date	
Axe System	Test		06/13/2018	Delete
Add Next System	Delete All	1 Row(s)	

Figure 19 - Electronic Data Processing System Details





4.5 Tri-Party Firm Details

This section displays if you selected option "i. Acts as intermediary to a clearing firm for the purpose of settling accounts for another broker or dealer" in the Firm Clearing Method section. Use this section to report the introducing firms with which your firm has a tri-party agreement.

Tri-Party Firm D	etails		
	mber, Name, and Effective Date ts by a clearing and carrying firr	e for the firm(s) for whom you act as an intermediary to facilita m.	te the
CRD #	Firm Name .	Effective Date	
	Axe Capital	06/13/2018	Delete
Add Next Firm	Delete All	1 Row(s)	

Figure 20 – Tri-Party Firm Details

4.6 Fixed Income Transaction Details

This section displays if you selected option "d. Clears Fixed Income transactions broker-tobroker" in the Firm Clearing Method section." Use this section to report the bank name where such transactions are cleared.

Fixed Income Transaction Details		
Provide the name of the bank where the fixed transactions are cleared		
Bank Name 🔺	Effective Date	
Mom and Pop LLC	06/05/2019	Delete
Add Next Bank Delete All	1 Row(s)	

Figure 21 – Fixed Income Transaction Details



4.7 Filer Information

Use this section to enter the name and title of person filing the form, and the date the form was filed.

Filer Information	
Name of Person Filing Form *	
Title of Person Filing Form: *	
Date: *	

Figure 22 – Filer Information



5 Reviewing and Submitting the Firm Clearing Arrangement Form

You cannot submit the Firm Clearing Arrangement Form if there are any data validation errors on the form. If any validations exist, a pop-up window displays the validation errors when the user clicks the **Submit** button.

lick a row to edit it.	-Name is required. -Title is required. -Date Is required.		×
iler Information			
Name of Person Filing Form *			
Title of Person Filing Form: *	Print	Close	
Date: *			
	Save Draft Print Preview	Submit	

Figure 23 – Validation Errors

Select the **Print Preview** button to review the form for completeness.

🚵 This form has NOT yet been submitted to FINRA. Please review the answers you provided. You must return to the editable version of the form and press the Submit button to send this information to FINRA.
Filing ID: 4151116 Return to Filing Cabin
FIRM CLEARING ARRANGEMENTS
Required fields are marked with a red asterisk * .
Firm Clearing Method and Clearing Organization Membership Details
Firm Clearing Method Select how your firm clears and settles transactions (Select all that apply) :
 a. Carries accounts or maintains funds or securities or provides clearing services for a correspondent/introducing broker dealer
b. Carries and clears futures accounts or provides clearing services as a futures commission merchant under the Commodity Exchange Act
C. Acts as a municipal securities brokers' broker and clear municipal accounts
📈 d. Clears Fixed Income transactions broker-to-broker
E. Self clears and carries general securities accounts, which may include mutual funds or variable annuities
For customer accounts
For proprietary accounts
Figure 24 - Print Preview



Viewing Firm Clearing Information 6

Your firm's clearing information is available for review under the "Firm Profile" tab on Firm Gateway. After submitting a clearing arrangement form, the updated arrangement may take up to 24 hours to be updated under "Firm Profile."

1. Select the **"Firm Profile**" tab

Firm Gateway									
Home	Compliance Calendar	Forms & Filings	Web CRD	IARD	Report Center	Firm Profile	E-Bill	Information Requests	User Administration
Figure 25 – Firm Profile Tab									

2. Select "Industry Arrangements" from the navigation panel

ome Compliance Calendar	Forms & Filings	Web CRD	IARD	Report Center	Firm Profile	E-Bill	Information Requests	User Administration			
y Firm Information								Export 💮 Print			
eneral Information	Industr	Industry Arrangements									
irm Registrations	Arrangen	Arrangements Clearing Information									
usiness Activities	Clearing										
ontrol Affiliates	-	Clearing Method(s)									
wners & Executive Officers		The firm acts as an intermediary to a clearing firm for the purpose of settling accounts for another broker or dea									
NDA Octobert October	The firm of	The firm carries or maintains funds or securities or provides clearing services for a correspondent/introducing broker dealer									
INRA Contact System	The firm of	The firm clears fixed Income transactions broker-to-broker									
Branch Information	The firm of	The firm clears transactions by means described by the firm									
legistered Representatives	The firm s	The firm self clears and carries its proprietary general securities accounts, which may include mutual funds or variable annuities									
inancial Information		The firm introduces to a clearing firm									

Figure 26 - Industry Arrangements

3. Your firm's Clearing/Arrangement information can be viewed by selecting the "Arrangements" or "Clearing Information" tabs

Introducing/Correspondent Firm Information

The following information was provided to FINRA by your firm. Use the Firm Clearing Arrangements Form to submit any changes. Click here to update Arrangements							
Introducing Firm CRD#	Introducing Firm Name	Approximate # of Accounts	Type of Arrangement	Type of Accounts	Arrangement Approval Date i)		
	LALA		FULLYDISCLOSED	Customer Account	03/28/2019		





Industry Arrangements

Arrangements	Clearing	Information

The following information was provided to FINRA by your firm. Use the Firm Clearing Arrangements Form to submit any changes. Click here to update Arrangements

15c3-3 (Reserve) Bank Account Information	Bank Name	Effective Date
Firm maintains a 15c3-3 (Reserve) Bank Account : Yes	Test 2	

Clearing Organization Membership Details

The following information was provided to FINRA by your firm. Use the Firm Clearing Arrangement Form to submit changes.
Click here to update Arrangements

Clearing Organization Name	Identifiers/Levels
National Securities Clearing Corporation	
Depository Trust Company	1231341234
FUND/SERV Participant	1231341234 .
Fixed Income Clearing Corporation - Government Securities	1231341234
Fixed Income Clearing Corporation - Mortgage Backed Securities	1231341234
Options Clearing Corporation	1231341234,1231341238

Electronic Data Processing System Details

The following information was provided to FINRA by your firm. Use the Firm Clearing Arrangement Form to submit changes. Click here to update Arrangements

System Name	System Description	Effective Date
test		05/02/2019

Figure 28 - Clearing Information



- 7 FINRA Firm Clearing Arrangements Form Frequently Asked questions
 - **1. Who can I contact for assistance in completing the form?** Contact the FINRA Firm Gateway at (800) 321-6273.
 - **2. How often does my firm need to file the form?** Firms must update the form on an ongoing basis with any changes no later than 30 days after the information has changed.
 - 3. My firm has a clearing agreement with one division at a correspondent firm on an omnibus basis and with a second division at the same correspondent firm on a fully disclosed basis. The new form only selects one option. Which one should I select?

This is a known issue with the current form and FINRA plans to rectify it with the next software release. Until then, select the option that is most relevant. Contact your Coordinator for more information.

4. When adding or modifying an existing arrangement, when should a firm check the dealer account type indicator?

Clearing firms should utilize the dealer account type when the clearing arrangement involves a firm whose primary business is market making (e.g., designated market makers and option market makers).

5. Why are some of the checkboxes in the Firm Clearing Method section selected and editable and others selected and non-editable?

A clearing method checkbox appears as selected and disabled (read-only) if the clearing method has related arrangement information that has been reported by the firm. For example, clearing method option **"a. Carries accounts or maintains funds or securities or provides clearing services for a correspondent/introducing broker dealer"** requires that the firm list the correspondent/introducing firm with whom the clearing firm has arrangements.

If there are arrangements associated with a clearing method for a firm, the checkbox will appear as selected and disabled (read-only). To un-select the box, the firm would first need to close all the existing arrangements.

6. I do not have the approval date for a clearing agreement with an introducing/correspondent firm. What date should I use in the system for the "Effective Date" field?

If the agreement is an old arrangement that was entered into many years ago, please use the date of 01/01/2009. If this is a newly approved arrangement, please contact your FINRA Coordinator.