

## Linking Annuities at RJ

Security-based Annuities\* with Level Four Financial as Broker-Dealer are required to be linked to an account in Raymond James

- Allows supervision of annuity by LFF Compliance
- Provides required client data for Level Four Financial
- Client can view annuity on RJ statement

\*See page 3 for definition of Security-based Annuities

### Create RJ account for the annuity

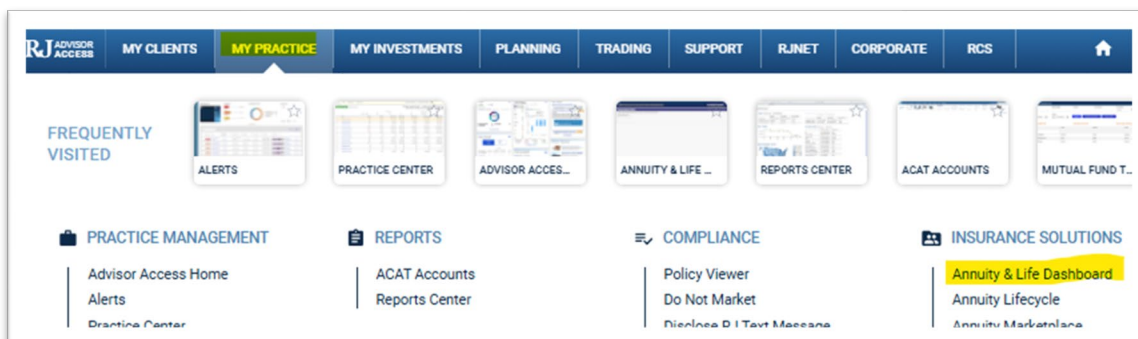
1. **Create Direct** account to hold the annuity(s). Registration types need to match.
  - a. Multiple annuities can be held in one account
2. **Can also link to a brokerage account** if preferred. Raymond James account fees apply
  - a. Annuities may not be linked to an Advisory account

### Process Annuity Paperwork

1. **If annuity is a new asset** for the client and purchased through Level Four Insurance:
  - a. Complete annuity forms for new purchase (work with LFIA)
  - b. Include RJ Direct account number on paperwork
  - c. Go to step 3.
2. **If annuity is transferring** from another broker dealer:
  - a. Complete LF154 – Annuity transfer form
  - b. Send to client for signature using LFF DocuSign or get wet signature
  - c. Send signed form to LFF New Accounts at [newaccounts@levelfourfinancial.com](mailto:newaccounts@levelfourfinancial.com)
  - d. New Accounts will process and send to carrier
  - e. Go to step 3.
3. **Monitor Annuity Status**
  - a. Monitor status of annuity through carrier website or contact carrier directly
  - b. When purchase or transfer is complete, proceed to instructions for Linking Annuity to account at Raymond James

### Link Annuity to account at Raymond James

1. **Use RJ Annuities & Life Dashboard** to find annuity
  - a. In RJ, go to My Practice / Annuities & Life Dashboard
  - b. Search for annuity by client name or product
  - c. If product is not showing within 2 weeks, see Troubleshooting step



## 2. Link Annuity to RJ account

- If product is showing with an RJ account number, verify the account number is the correct account. If so, this process is complete and annuity will show in client's account
- If product is showing "not linked" under RJ account number, you will need to manually link
- Click Not Linked and enter the client's RJ account number. A pop-up will appear with client information
- Verify the account information on the pop-up screen. Click Verify to save
- Process is complete and annuity should show in client's account by next day

| Contracts   |            |                      |
|---|------------|----------------------|
| 15 Results <input type="text" value="Search results grid"/> |            |                      |
| Contract #  | RJ Account | Carrier              |
| 3300969663  | Not Linked | Athene Annuity an... |
| 3300523700  | Not Linked | Athene Annuity an... |

### Link RJ Account

You must enter an account

## 3. Troubleshooting

When product is not showing in the RJ linking system:

- Verify if product is a security-based product or an insurance product. Insurance products may not feed to RJ from the carrier and may not appear in the dashboard
- Confirm with carrier that product has been purchased or transferred to LFF
- If annuity should be on the dashboard, email [RJIG-linking@RaymondJames.com](mailto:RJIG-linking@RaymondJames.com) with annuity details. They will confirm if annuity can be linked

## Processing Annuity Types:

Annuities are regulated differently depending on whether they are considered a securities-based product or an insurance product (non-variable). For questions regarding the category of annuity, contact your Branch Manager

### Securities-based Annuities:

Common securities-based products – Variable Annuity, Variable Life, Index Variable, Equity Index Variable, Fixed Index Annuity, RILAs, Variable Universal Life

Security-based annuities fall under Broker-Dealer supervision. Paperwork Requirements include:

- Raymond James New Account Form to open account
- Annuity Product Application, if new product or Form LF154 if transferring annuity
- LF188 – Level Four Product Disclosure Form
- Switch (investment change) Letter, if applicable
- Any additional forms required by the issuer

#### LFF Compliance – Supervisory Procedures Manual. Page 177

*Registered variable contracts are issued by insurance companies and are insurance contracts subject to regulation under state law. Because owners of variable contracts assume certain investment risks, the contracts are also considered securities and are registered as such under the Securities Act of 1933. As securities, the sales and distribution of variable contracts are fully subject to FINRA's sales practice rules and the SEC's Best Interest Rule. The contracts are funded by a separate account of a life insurance company registered as an investment company under the Investment Company Act of 1940. The distributor of the contracts is a Broker-Dealer under the Securities Exchange Act of 1934.*

### Insurance Supervised Products & Annuities (non-variable)

Common Insurance Products (non-variable) include Fixed Annuities, Term Life, Fixed Universal Life, Fixed Whole Life. These Insurance products do not fall under Broker-Dealer supervision and are regulated by the Insurance industry.

Each insurance company determines if they will send a feed of these products to Raymond James. Many carriers do not send data but if a non-variable insurance product does show on the RJ Annuity and Life Dashboard, it is eligible to be linked to an RJ account. Level Four does not require insurance products to be linked but it is an option if you prefer.

RJ policies on linking a non-variable product:

- Product must be linked with like registered/owned accounts
- Product cannot be linked to advisory or fee-based accounts
- Life insurance policies are not automatically linked to accounts (must be done manually by advisor on the Dashboard)
- Life policies will be displayed in Client Center and Client Access, but the values are not included in the total portfolio value