



Credit Sell Out Process – Debit Balances Under \$100

Debit balances under \$100 in client accounts that are from Client Administration Fees can be cleared quarterly using a credit sell out process. The credit sell out template required to facilitate credit sell outs is Appendix “B” and contains instructions within it. An example is provided in Appendix “C”.

Instructions are as follows:

- Review your client accounts to determine which accounts are in a debit balance of less than \$100.
- Complete the credit sell out template using the proper hierarchy attached (Appendix “A”). During your branch audit you will be required to provide evidence that submitted templates followed the proper hierarchy.
- The amount listed on the credit sell out spreadsheet must match the debit balance in the account. You also cannot sell if there is no present debit balance. Selling more than the debit balance or if there is no debit balance is considered discretionary trading.
- Please complete the credit sell out template and return it to your Client Experience Team no later than 6 business days from the end of the month.

For any debit balances under \$100 that are not resolved, they will be covered by reducing your commissions.