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## Reminders

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### *Tax Prep*

Tax season is not far off! Per the Privacy Act, we will need written authorization to provide your tax advisor with the documents necessary to prepare your tax return. If you have not already provided us with authorization but wish to do so, please contact your advisory service team.

The IRS deadline for mailing 2022 consolidated 1099 forms is February 15, 2023. The consolidated 1099 report is produced by custodians for taxable accounts and includes information about interest, dividends, and securities transactions.

### *DocuSign*

We utilize DocuSign software, an electronic signature technology, enabling you to sign forms electronically from your laptop, smartphone, or tablet. We believe this eases the administrative burden for our clients while keeping your personal and private information secure from cybersecurity threats. Please note that, for security purposes, money movement forms (such as journal requests, wire requests, etc.) still require a hard-copy signature and verbal authorization.

### *Money Movement*

Fraudsters have become more adept at finding ways to obtain vital information about others in order to use their identity. In an effort to stay ahead of these potential threats, we continue to enhance our protective measures against them. We receive daily alerts of money movement for our clients in order to monitor activity in the accounts. Additionally, for distributions of funds, we require both a client signature and, as an added precaution, verbal confirmation. Your Social Security number will not be requested as part of this verification process. We ask for your understanding and support related to these extra precautions, as we believe they can help protect your assets from landing in the wrong hands. If you have any questions, please contact your advisory service team.

### *RMB Client Portal*

We've recently updated our Client Portal to include a variety of new features. You can now access the Client Portal through our mobile app (available at both the App Store and Google Play Store), access tax and other documents through the Vault, and grant Vault access to other trusted advisors like your accountant or estate planning attorney. Through the homepage, you can also view your accounts as an aggregate total or grouped by category, see detailed information about the holdings in your portfolio, and see how your portfolio aligns with your investment goals. Also, you can see who's on your team under "My Financial Team" and access contact information for each team member. To learn more about the Client Portal, reach out to your advisory service team.

### *Phishing*

Phishing is the act of trying to trick you into revealing confidential information; it usually takes the form of a spam email or link to a fake website that asks for personal or financial information. If you receive a suspicious email, double-check the sender's name and email address to confirm whether they are familiar to you. Check the address carefully, as fraudsters will sometimes use a variation on a common spelling to deceive unsuspecting users. Hover your mouse over the link to verify that the web address in the balloon pop-up matches the web address shown in the email. If you are unsure whether the email is authentic, do not open it or click on any links. Instead, call the sender directly to verify it. Keep in mind that Fidelity Investments, TD Ameritrade, and Charles Schwab will never request Social Security numbers or login information via email. If you receive such a request from a custodian, please do not respond to the message; contact your advisory service team instead.

### *Compliance*

Please advise us promptly in writing of any significant change in your financial situation or investment objectives. In addition, please notify us if you want to modify any existing investment restrictions or impose new restrictions on your accounts.

Please note that RMB Capital is not a custodian and generally cannot accept or forward deposits for client accounts. Any cash or securities must be sent directly to the custodian of your assets and must reference your account number. Please contact your advisory service team if you have any questions about this.

You may have noticed additional disclosures and mailings, which are the result of new regulations. These documents include the Form CRS (Client Relationship Summary), a two-page document summarizing the ADV, as well as Sub-Advisor ADVs. These documents do not require client signature as they are informational only. Please contact your advisory service team if you have additional questions.

### *Chicago Clearing Corporation (CCC)*

RMB has a relationship with CCC, a provider that handles securities and antitrust class action claims on behalf of our clients who have opted to use this service. CCC files claims as they arise, occasionally from securities held in accounts years ago. Generally, it takes 18 months from the filing due date to receive payment amounts. The settlement checks are then mailed directly to the custodian of record, along with a corresponding cover letter. Please contact your advisory service team if you have additional questions. ■