

**IARD** 

# Form ADV-W

### **About Form ADV-W**

Form ADV-W is used by Investment Adviser firms to terminate registration with the SEC and/or states and jurisdictions. Exempt Reporting Advisers (ERA) should reference the <u>Form ADV Quick Reference Guide</u> for information on how to withdraw (i.e., submit a Final filing).

The SEC provides information about its rules and the Advisers Act on its website: <a href="www.sec.gov/iard">www.sec.gov/iard</a>. NASAA provides information about state investment adviser laws and state rules, and how to contact a state securities authority, on its website: <a href="www.nasaa.org">www.nasaa.org</a>.

Form ADV-W can be accessed via the IARD<sup>TM</sup> sitemap. Access IARD at <a href="https://crd.finra.org/iad">https://crd.finra.org/iad</a> or through Firm Gateway at <a href="https://firms.finra.org">https://firms.finra.org</a>.

Form filing entitlement privileges are required to submit filings via IARD. For questions regarding your entitlement privileges, please contact your firm's Super Account Administrator.

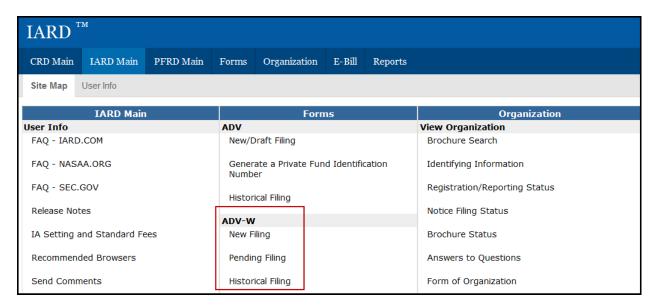
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Questions on IARD? Call the IARD Hotline at 240-386-4848 8 A.M. - 8 P.M., ET, Monday through Friday.

# Form ADV-W Filing Types

Select the **New Filing** link under ADV-W on the site map.



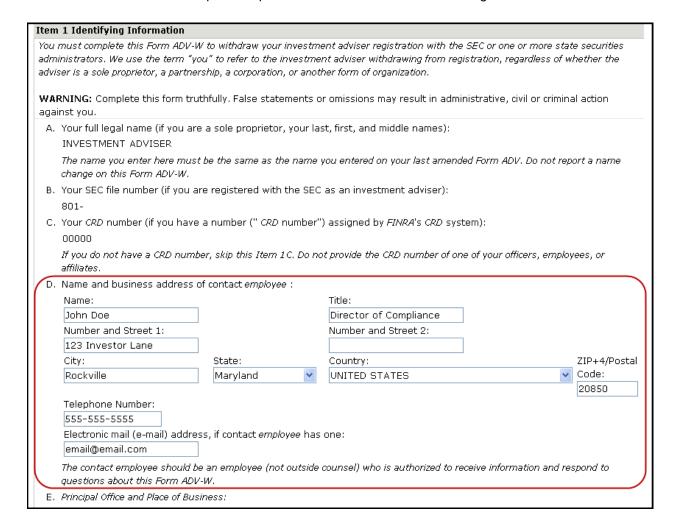
Full	Choose this filing type to withdraw your investment adviser registration from all of the jurisdictions with which you are registered (or have an application for registration pending).
Partial	Choose this filing type to withdraw your investment adviser registration with some, but not all, of the jurisdictions where you are registered (or have an application for registration pending).

### Notes:

- If you are filing for partial withdrawal to switch from SEC to state registration, you must complete the Status Section, Item 1, and the Execution Section. You do not need to complete the other sections of Form ADV-W.
- If you are filing for partial withdrawal to switch from state to SEC registration, you must complete the entire Form ADV-W.
- If you are registered only with states and wish to terminate from some (but not all) of the states where you are registered, you must complete the entire Partial Form ADV-W.
- If you are filing for full withdrawal, you must complete the entire Full Form ADV-W.
- If you are switching from SEC/State registered to an Exempt Reporting Adviser (ERA), submit a Full ADV-W to terminate the SEC/State registration (will leave the ERA status intact). \*
- If you are a Form PF filing firm, you must submit a Final Form PF before submitting a Full ADV-W.
- (\* When terminating ERA reporting statuses, do not submit an ADV-W. See the <u>Form ADV Quick Reference Guide</u> for ERA final filing scenarios.)

# Item 1 Identifying Information

In this section, the firm must provide the name and physical address of the employee who is authorized to receive information and respond to questions about this Form ADV-W filing.



### SEC/Jurisdiction

This section is only applicable to a Partial ADV-W filing (n/a for Full ADV-W filings). This section displays check boxes for the SEC and all jurisdictions. Check the box(es) with which the applicant wishes to withdraw registration.

Status					
If you are filing for partial withdrawal, indicate the jurisdictions from which you are withdrawing your investment adviser registration (or application for registration):					
(a) The SEC;					
Check this box if you are withdraw application for SEC registration. If y Execution Section. Do <u>not</u> complete	ιου check this δοχ (a), you must o	complete only this Status Section,			
(b) The state(s) for which the bo	x(es) below are checked:				
Select All					
□ <sub>AL</sub>	□ ID	□ мо	□ PA		
□ <sub>AK</sub>		□ <sub>MT</sub>	□ <sub>PR</sub>		
□ <sub>AZ</sub>	□ IN	□ <sub>NE</sub>	□ <sub>RI</sub>		
□ <sub>AR</sub>		□ <sub>NV</sub>	□ sc		
□ <sub>CA</sub>	□ <sub>KS</sub>	□ <sub>NH</sub>	□ <sub>SD</sub>		
□ со	□ <sub>KY</sub>	□ NJ	□ <sub>TN</sub>		
□ ст	☐ LA	□ <sub>NM</sub>	□ TX		
□ <sub>DE</sub>	□ <sub>ME</sub>	□ <sub>NY</sub>	□ UT		
□ <sub>DC</sub>	■ MD	□ NC	□ <sub>VT</sub>		
□ <sub>FL</sub>	□ <sub>MA</sub>	□ <sub>ND</sub>	□ VI		
□ <sub>GA</sub>	□ MI	□он	VA		
□ <sub>GU</sub>	□ <sub>MN</sub>	□ ok	□ <sub>WA</sub>		
п ні	□ <sub>MS</sub>	□ OR	□ <sub>WV</sub>		
			□ <sub>WI</sub>		
If you check this box (b), you mus	t complete all items of this Form A	ADV-W.			
Next Save Reset Previous					

### Notes:

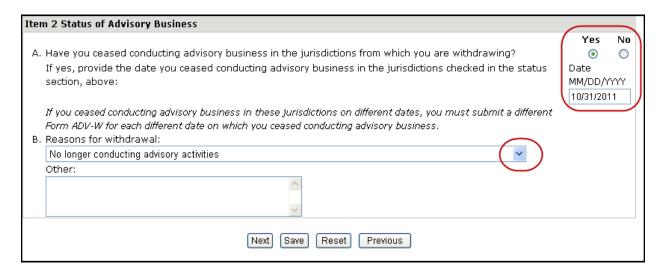
- After submitting an ADV-W, it is up to the applicable regulators (SEC or state) to change the firm's registration status to Terminated. Please contact the specific regulator if there are any questions about changing the firm's status.
- This page is used to withdraw state <u>registrations</u>. Alternatively, if an SEC-registrant seeks to withdraw <u>notice filings</u>, this can be done using an Other-than-Annual Amendment. Withdrawn notice filings automatically terminate as of the end of the calendar year.

# **Item 2 Status of Advisory Business**

This section contains information regarding the firm's cessation of business in the jurisdiction(s) it is withdrawing from. Items 2A and 2B are mandatory. If you answered **Yes** to item 2A, the date when business ceased must be provided.

The cessation date cannot be greater than the current system date, unless the filing is submitted during the Renewal period, during which the system will allow a post-dated date of 12/31 of the current year.

**Note:** A registered adviser switching from SEC registration to an SEC Exempt Reporting Adviser (ERA) should select "Switching from SEC registration to SEC Exempt Reporting Adviser" as the reason for withdrawal to preserve access to IARD.

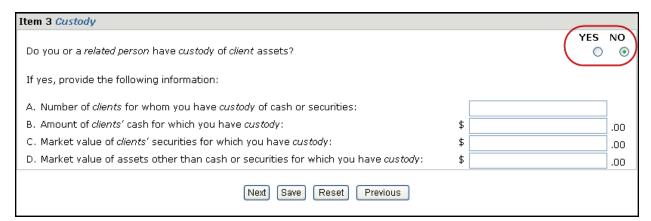


# **Item 3 Custody**

This section contains information regarding custody of client's assets, and must be answered Yes or No.

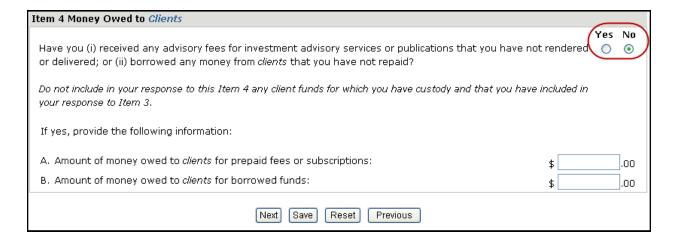
If answered **Yes**, items A, B, C, D and Schedule W2 must be completed. Schedule W2 is located in Item 7 Statement of Financial Condition.

If answered **No**, leave items A, B, C and D completely blank. Do not enter all zeros.



# **Item 4 Money Owed to Clients**

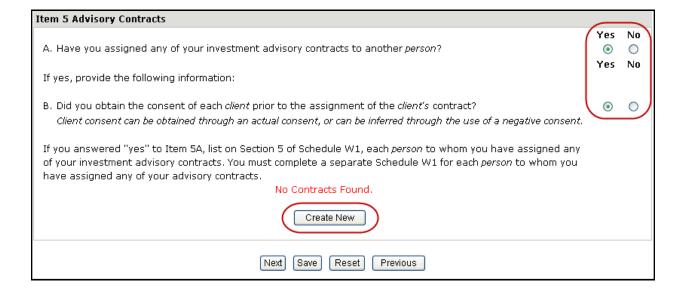
This section must be answered **Yes** or **No**. If answered **Yes**, Items A and B and Schedule W2 must be completed. Schedule W2 is located in Item 7 Statement of Financial Condition.



# **Item 5 Advisory Contracts**

This section deals with any investment advisory contracts the firm has made. Item 5.A. must be answered **Yes** or **No**. If answered **Yes**, complete Item 5.B.

As part of Item 5.B., click the **Create New** button to enter the names of all persons or firms to whom your firm has assigned an advisory contract (i.e. complete Schedule W1, Section 5).



# **Item 5 Advisory Contracts (Continued)**

### Schedule W1

Enter the name, address and phone number for each person or firm to whom your firm has assigned an advisory contract.



# Item 6 Judgments and Liens

This section concerns any outstanding judgments or liens against the applicant. Item 6 must be answered **Yes** or **No**.

If answered **Yes**, Schedule W2 must be completed. Schedule W2 is located in Item 7 Statement of Financial Condition.



# Item 7 Statement of Financial Condition (Schedule W2)

This section contains information regarding the firm's assets, liabilities and net worth.

Item 7 must be completed if you answered  $\bf Yes$  to Form ADV-W Items 3, 4, or 6. If all of those questions were answered  $\bf No$ , please leave Item 7 blank.

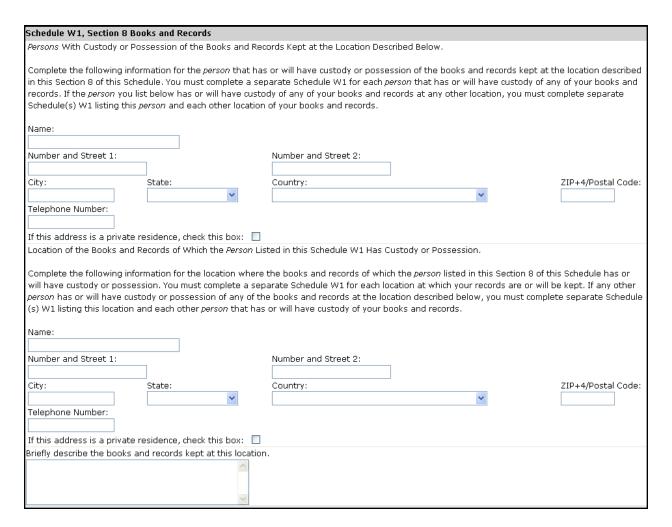
Item 7 Statement of Financial Condition	
If you answered yes to Items 3, 4, or 6, you must cor	mplete Schedule W2, disclosing the nature and amount of your assets and liabilities and
your net worth as of the last day of the month prior t	o the filing of this Form ADV-W.
Schedule W2	
	V-W, you are required to complete this Schedule W2. This balance sheet must be
prepared in accordance with generally accepted acco	unting principles, but need not be audited.
ASSETS	
Current Assets	
Cash	\$
Securities at Market	\$
Non-Marketable Securities	\$
Other Current Assets	
Total Current Assets	\$
Fixed Assets	\$
Total Fixed Assets	<i>t</i> -
TOTAL ASSETS	\$
	\$
LIABILITIES & SHAREHOLDERS' EQUITY  Current Liabilities	
Prepaid Advisory Fees	
Short-Term Loans from Clients	\$
Other Short-Term Loans	\$
	\$
Other Current Liabilities	\$
Total Current Liabilities	\$
<u>Fixed Liabilities</u>	
Long-Term Debt Owed to <i>Clients</i>	\$
Other Long-Term Debt	\$
Other Long-Term Liabilities	\$
Total Fixed Liabilities	\$
Shareholders' Equity	
Total Shareholders' Equity (or Deficit)	\$
TOTAL LIABILITIES AND SHAREHOLDERS' EQUIT	Y
	Next Save Reset Previous

### Item 8 Location of Books and Records

This section lists the name and address of any person(s) having custody of the applicant's books and records, and the location(s) at which the books and records will be kept.

Click the **Create New** button to enter books and records information (i.e. complete Schedule W1, Section 8).

# This item requires you to list (i) the name and address of each person who has or will have custody or possession of your books and records; and (ii) each location at which any of your books and records are or will be kept. You must list this information on Schedule W1, and you must complete a separate Schedule W1 for each person who has or will have custody of your books and records at each location. The instructions to Form ADV-W contain additional information and examples to assist you in responding to Item 8. \*\*NOTE: Section 204 of the Advisers Act, or similar state law, requires you to preserve your books and records after you have withdrawn from registration. \*\*No Books and Records Found.\*\* No Books and Records Found.\*\* | Next | Create New | Previous | Previous



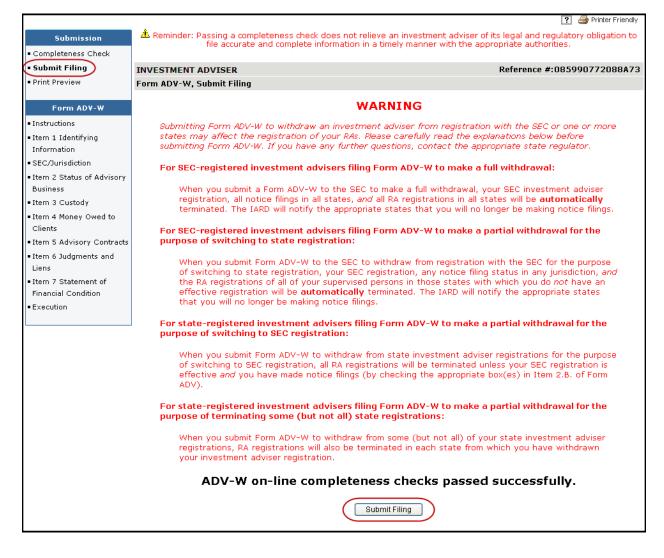
### Submission Menu

**Completeness Check -** A firm can manually perform a Completeness Check, prior to submission, to check filings for completeness of required fields. If the filing does not pass the completeness check, the system will display a description of the error and a link to the error location.

Error Location	Error Description
Identifying Information	Item 1(D) - Contact Employee Address Street 1 is required
Identifying Information	Item 1(D) - Contact Employee Address City is required
Identifying Information	Item 1(D) - Contact Employee Address State or Country is required

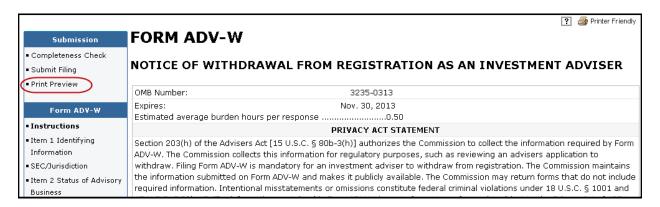
**Submit Filing -** Submitting a filing is a two-step process: IARD automatically runs a completeness check when Submit Filing is selected. If the filing passes the completeness check, the system allows you to continue with the submission process, if the filing does not pass the completeness check, return to the screens where the errors have occurred and correct them.

- 1. Select Submit Filing.
- Once the filing has passed the completeness check, select Submit Filing a second time.

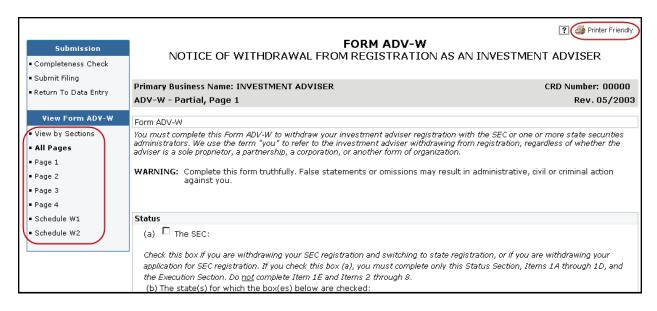


**Print Preview -** Used to view or prepare the filing for printing. You can choose to print a specific page, Item, or the entire filing.

1. Select **Print Preview** from the Submission menu



- 2. To print the entire form filing select **All Pages** from the navigation panel. Otherwise, select the page you wish to print.
  - To print a specific Item on Form ADV, select **View by Sections** from the navigation panel and select he Form ADV Item you wish to print.
- 3. Click the **Printer Friendly** icon located on the right side of the screen



**Note:** Advisers filing a Full ADV-W will lose access to IARD after their regulator sets their registration status to Terminated. Therefore, advisers should print or save submitted ADV-W filings if they would like to a copy for their files.

# **Pending and Historical ADV-W Filings**



**Pending Filing:** Firms can retrieve a Form ADV-W filing that has already been created for the firm but not yet submitted. Form ADV-W filings remain pending for <u>up to 120 days</u>, after which, the filing will be automatically deleted from the system.



**Historical Filing:** This feature allows users to view and/or print previously submitted Form ADV-W filings (full filings, or filings with changes in "redline mode"). Firms can only view filings that they have submitted. Redlining will not display across form versions.

