



Separately Managed Accounts Process

Supporting advisors as they serve clients' charitable goals is an important part of the mission for The Signatry. Our separately managed accounts (SMAs) provide a way for advisors to deepen client relationships and offer maximum investment flexibility for donor advised funds. These are the key components to creating an SMA with The Signatry:

- **The Signatry Donor Advised Fund Application:** Complete and return to The Signatry. If a fund with The Signatry has already been opened, proceed to the next step.
- **Donor Advice and Acknowledgment:** The donor should execute and return this to The Signatry, confirming that your client has recommended that we use your firm and your proposed investment strategy for this donor advised fund.
- **The Signatry's Investment Policy Statement:** The Signatry's Investment Policy Statement for separately managed accounts is included in this packet for execution by the investment manager.
- **Investment Proposal:** The investment manager will provide the strategy to be utilized in the investment of the fund.
 - **Portfolio Description:** Attach a portfolio description of this fund's intended asset allocation by class and style and the blended index which will apply to this fund.
 - **Alternative Investments Description (if applicable):** If you would like to include alternative investments in this fund, please provide a description of the proposed investments, and allow approximately 30 days for approval by The Signatry Investment Committee.
- **Account Application:** The investment manager should establish an account with his/her custodian in the name of The Signatry. We are happy to provide additional information or documentation as needed. Paperwork requiring signatures can be emailed to investments@thesignatry.com. If you are setting up DocuSign, please let us know so that we can provide email addresses specific to each signer.
- **Investment Management Agreement:** The investment manager will email this document to investments@thesignatry.com for review by The Signatry. This contract will serve as the agreement between the investment manager and The Signatry.
- **Investment Manager's Form ADV, Parts 2A & 2B (or equivalent for national banks)**
- **Investment Manager's Privacy Policy**
- **Grant Payment Setup:** Work with us to establish the process to move funds from the custodian account to our bank account for grant payments to charities. This may be standing ACH instructions, a blank ACH authorization form, etc.
- **Wire Instructions:** Confirm instructions for us to wire funds into the custodian account for investment.

To learn more about SMAs with The Signatry, contact our team: investments@thesignatry.com | 913.553.2204

We look forward to serving you!