

FINRA Trading Activity Fee (TAF) Filing

TAF Online Filing Process
January 2015



Agenda

- **Introduction to FINRA Automated TAF Online Filing**
- **TAF Online Filing**
 - New Entitlement to Access
 - How to Access and File the TAF Online Form
 - Filing Reminders
 - TAF Filing History
 - TAF Form
 - Payment Options
- **TAF Online Filing Rollout**

Introduction to FINRA TAF Online Filing

- Starting February 1st 2015, FINRA will implement a new Trading Activity Fee (TAF) automated filing process that will allow firms to report their TAF volumes to FINRA electronically.
- Clearing firms will have access to the electronic form via the FINRA Firm Gateway.
- The firm can enter the volume information and the form will calculate appropriate fees based upon volume data.
- Firms will be able to pay the fees via Credit Card or ACH at the time of filing or will be able to pay through E-Bill after invoicing.
- Firms will have the option to update the TAF billing contact & address information.
- **For January 2015 and later:**
 - FINRA will not accept paper filings for reporting months January 2015 and later. All filings should be submitted using the online form.
 - Amendments to these online filings will use paper forms until a new online amendment form is released later in 2015.
- **For December 2014 and earlier:**
 - Firms will still submit manual paper forms for filings periods December 2014 and earlier as well as amendments to those filings.

Entitlement to New TAF Form

- There will be a new application entitlement for the TAF Form. Each Firm's Super Account Administrator (SAA) will be able to grant entitlement to employees within the firm.

Application Entitlements

User = The ability to use the functionality as defined by the privilege.

Privilege Viewer = The ability to view the privilege assigned to your organization's users from the EWS Account Management Application.

Administrator = The ability to assign the privilege to other users and view the privilege assigned to other users.

Account Management:

User

Edit Account Data:

User

Manage Accounts:

User

Change Password:

User

E-Bill:

User

Administrator

Primary Account Admin:

Privilege Viewer

Invoices:

User

Administrator

FINRA Flex-Funding Account:

User

Administrator

Reallocation:

User

Administrator

Renewal Account:

User

Administrator

Trading Activity Fee:

User

Administrator

Submit:

User

Administrator

Entitlement to New TAF Form

- If you do not know the SAA for your firm, you can access this information in the My Account; Applications & Administrators section of Firm Gateway.

The screenshot shows the FINRA Firm Gateway interface. At the top, there is a navigation bar with links for Home, Forms & Filings, Web CRD, IARD, Firm Profile, E-Bill, Information Requests, and User Administration. The main content area is titled 'My Account: Applications & Administrators'. On the left, there is a sidebar menu with options: My Account Information, Change Password, Change Security Questions, and Applications & Administrators. The main content displays the SAA for the user's organization as [redacted] - (240) [redacted] - [redacted]@[redacted]. Below this, it states: 'The following table lists all FINRA applications available to your organization:'. A legend indicates that a green checkmark means 'indicates applications for which you currently have permissions' and a red circle with a slash means 'indicates applications for which you do not have permissions'. It also notes that the view is sorted by application title and provides a link to sort by administrator name. A final instruction says 'please contact an Administrator if you wish to change your permission status for any of these applications.' At the bottom, a table header is visible with columns: Application, Description, and Account Administrator - Phone (click for email).

- If you do not have access to Firm Gateway, contact FINRA at (301) 590-6500 to find out who at your firm is designated as the SAA.

TAF Form Reminder

- When a TAF Form is published, a reminder will be displayed on the Firm Gateway home page, under the Filing Reminders section indicating that the form is available.

The screenshot shows the FINRA Firm Gateway interface. At the top, there is a navigation bar with the FINRA logo and links for 'FINRA.org', 'My Account', 'Feedback', 'Contact Us', and 'Log Out'. Below this is a green navigation bar with 'Firm Gateway' and several menu items: 'Home', 'Forms & Filings', 'Web CRD', 'IARD', 'Firm Profile', 'E-Bill', 'Information Requests', and 'User Administration'. The main content area features a yellow alert box stating 'You have 11 alert(s) in your contact list in the FINRA Contact System' with a note that changes may be reflected within one business day. Below this is an 'Announcements' section. The 'Filing Reminders' section is highlighted, showing a table with columns for 'Next Due Date' and 'Filing'. A row is circled in red, showing a due date of '2/14/15' for the 'Trading Activity Fee (TAF) Self Reporting Form'. To the right of the table is an 'Add to calendar' button. A 'Resources' sidebar on the right lists various links like 'FINRA Rules', 'Notices', 'Compliance Tools', etc. At the bottom left, there is a 'My Quicklinks' section, and at the bottom right, a 'Do You Have a Question?' section with contact information.

Next Due Date	Filing
2/14/15	Trading Activity Fee (TAF) Self Reporting Form

TAF Form Reminder

- TAF forms are due within 10 business days from the start of the month. Overdue reminders will be displayed for forms not submitted in this period.

The screenshot shows the FINRA Firm Gateway interface. At the top, there is a navigation bar with links for Home, Forms & Filings, Web CRD, IARD, Firm Profile, E-Bill, Information Requests, and User Administration. A yellow alert box at the top center states: "You have 11 alert(s) in your contact list in the FINRA Contact System. Note: Changes may be reflected within one business day." Below this, there are sections for Announcements and Filing Reminders. The Filing Reminders section includes a table with columns for Next Due Date and Filing. A red circle highlights a row in the table with the text: "Overdue You have overdue Trading Activity Fee (TAF) Self-Reporting Form filings." To the right of the main content is a Resources sidebar with links to various FINRA resources. At the bottom right, there is a "Do You Have a Question?" section with contact information for General Technical Support and a Call Center.

FINRA.org | My Account | Feedback | Contact Us | Log Out

FINRA

Firm Gateway

Home | Forms & Filings | Web CRD | IARD | Firm Profile | E-Bill | Information Requests | User Administration

Alert: You have 11 alert(s) in your contact list in the FINRA Contact System. Note: Changes may be reflected within one business day.

Announcements

Filing Reminders

For FOCUS, 4530 Disclosure and Complaints – Rule 4530(a,b,d), Short Filings, Reg-T, 3012 Claim for Exception, FCS Review, 2711 Certification, and Information Requests.

Note: Changes may be reflected within one business day.

Next Due Date	Filing
Overdue	You have overdue Trading Activity Fee (TAF) Self-Reporting Form filings.

Resources

- FINRA Rules
- Notices
- Compliance Tools
- Compliance Resource Providers
- Industry Issues
- FINRA BrokerCheck
- Arbitration Awards Online
- Apply to be an Arbitrator
- Education
- New Member Information
- Continuing Member Application
- 2014 FINRA Annual Conference Exhibitors

Do You Have a Question?

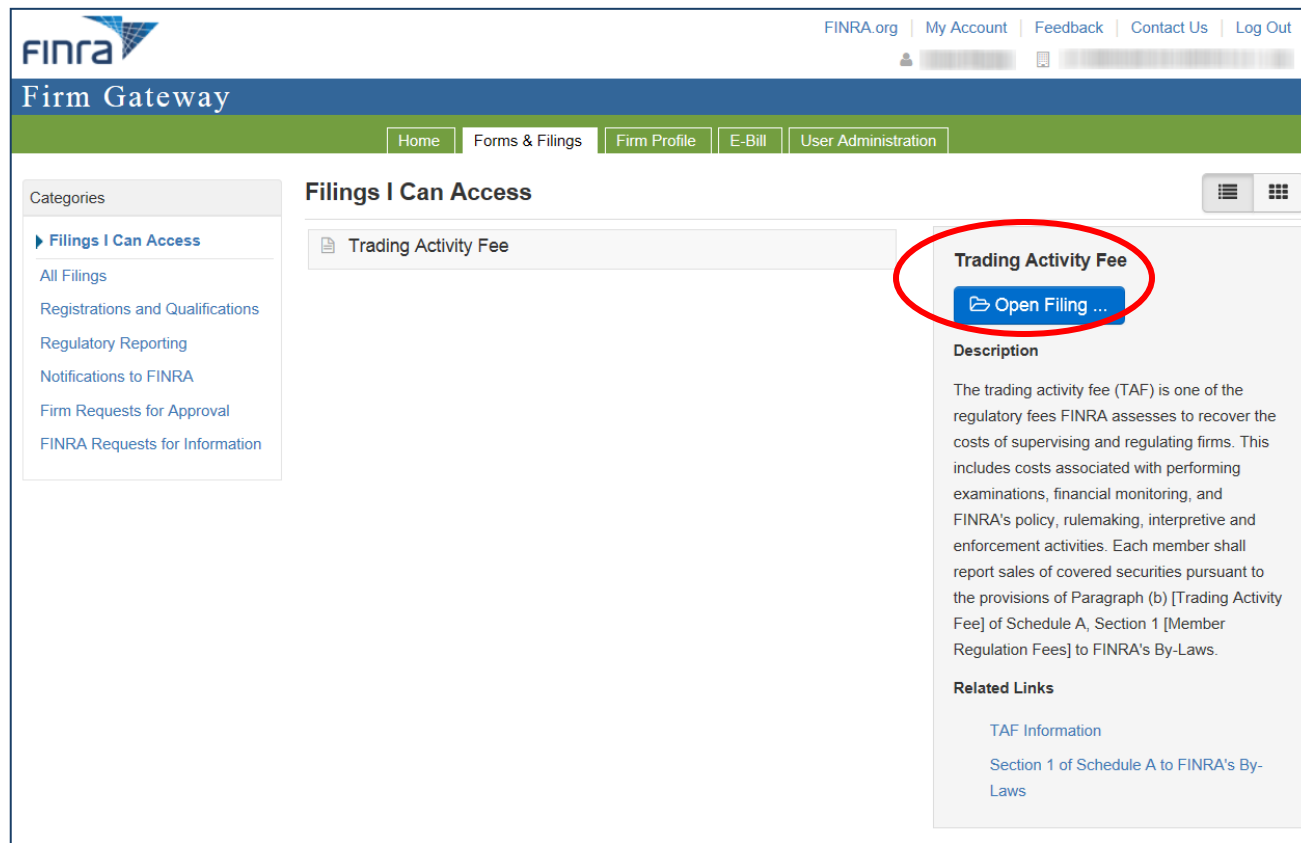
- General Technical Support
- Call Center: 301-869-6699
- Common Support Links

My Quicklinks Edit

Add your custom quick links

Accessing the Online TAF Form

- The TAF form will be available to entitled users through the Firm Gateway 'Forms & Filings' tab.



The screenshot displays the FINRA Firm Gateway interface. At the top, there is a navigation bar with links for 'FINRA.org', 'My Account', 'Feedback', 'Contact Us', and 'Log Out'. Below this is a 'Firm Gateway' header with a green navigation bar containing 'Home', 'Forms & Filings', 'Firm Profile', 'E-Bill', and 'User Administration'. A left sidebar lists 'Categories' such as 'Filings I Can Access', 'All Filings', 'Registrations and Qualifications', 'Regulatory Reporting', 'Notifications to FINRA', 'Firm Requests for Approval', and 'FINRA Requests for Information'. The main content area is titled 'Filings I Can Access' and features a 'Trading Activity Fee' entry. This entry is expanded to show a 'Description' and 'Related Links'. The 'Open Filing ...' button is circled in red.

Trading Activity Fee

[Open Filing ...](#)

Description

The trading activity fee (TAF) is one of the regulatory fees FINRA assesses to recover the costs of supervising and regulating firms. This includes costs associated with performing examinations, financial monitoring, and FINRA's policy, rulemaking, interpretive and enforcement activities. Each member shall report sales of covered securities pursuant to the provisions of Paragraph (b) [Trading Activity Fee] of Schedule A, Section 1 [Member Regulation Fees] to FINRA's By-Laws.

Related Links

- [TAF Information](#)
- [Section 1 of Schedule A to FINRA's By-Laws](#)

By clicking on 'Trading Activity Fee' and then 'Open Filing', the entitled user will be taken to the Filings History where TAF filings belonging to their firm can be managed.

TAF Filings History

- From the Filings History, the entitled user will have the ability to:
 - Complete and submit a TAF filing (by clicking on the Filing ID of a form in 'Draft' Filing Status),
 - Edit a TAF filing that has been saved but not yet been submitted and
 - View TAF Filings previously submitted through this process.

Firm Gateway

Home | Forms & Filings | Web CRD | IARD | Firm Profile | E-Bill | Information Requests | User Administration

<< Back to Forms & Filings

Filing History for the Trading Activity Fee (TAF) Self-Reporting Form

This page displays a list of your past forms that were submitted online, as well as new forms that are available to be completed and submitted. A new form will be in "Draft" status and will change to "submitted" once you have submitted it to FINRA.

If you do not see a form for the period that you are trying to report or need to add new clearing firms, please contact the FINRA Gateway Call Center at (301) 590-6500. For additional information about the Form Filing Cabinet in the context of the TAF form, please refer to the [Trading Activity Fee \(TAF\) User Guide](#).

Trading Activity Fee

- ▶ Filings History

Related Links

- Trading Activity Fee (TAF) User Guide

MAKE PAYMENT 

FILING ID	CLEARING NUMBER	REPORTING PERIOD	FILING LAST UPDATED	FILING STATUS	PAYMENT STATUS
1281006		11/2014	12/01/2014 04:02 PM	Draft	

Who Can Access the Online TAF Form?

- **Any entitled user from the firm can:**
 - View the form either before or after it is submitted.
 - Edit the form before it is submitted.
 - Provide the payment upon submission.

TAF Online Form – Full Form

Firm Gateway

Home
Forms & Filings
Web CRD
IARD
Firm Profile
E-Bill
Information Requests
User Administration

<< Back to Forms & Filings
Trading Activity Fee (TAF) Self-Reporting Form
[Help](#)

Broker/Dealer Number: Clearing Firm #:
 Firm Name: Clearing Firm Name:

Please indicate any changes to the Contact Information and/or Mailing Address by selecting the Edit Button and editing the data below. If the Edit button is selected, all data in these fields will be saved when the form is submitted.

No Change Edit

Contact Information	Mailing Address
Contact Name *	Address Line 1 *
Contact Telephone *	Address Line 2
Contact Email Address *	Address Line 3
	City *
	State/Province *
	Zip/Postal Code
	Country *

The Contact section should provide information about the person at the firm who will be able to answer financial questions about the filing.

Reporting Period: 11/2012

Transaction Type	Aggregate Volume	Rate (\$)	Assessment Amount
1 Covered Equity Securities (under maximum) # of Shares	<input type="text"/>	0.00011900	\$0.00
2 Covered Equity Securities (at maximum) # of Trades	<input type="text"/>	5.95000000	\$0.00
3 Covered Option Contracts (# of Contracts)	<input type="text"/>	0.00200000	\$0.00
4 Covered Security Futures (above minimum) (# of Contracts Traded on a Round Turn Basis)	<input type="text"/>	0.00008000	\$0.00
5 Covered Security Futures (at minimum) (# of Transactions)	<input type="text"/>	0.01000000	\$0.00
6 Covered Municipal and TRACE Securities (except ABSs) (under maximum) # of Bonds	<input type="text"/>	0.00075000	\$0.00
7 Covered Municipal and TRACE Securities (except ABSs) (at maximum) # of Trades	<input type="text"/>	0.75000000	\$0.00
8 Covered TRACE Asset-Backed Securities (under maximum) Value of Trades	<input type="text"/>	0.00000075	\$0.00
9 Covered TRACE Asset-Backed Securities (at maximum) # of Trades	<input type="text"/>	0.75000000	\$0.00
Total Assessment Amount			\$0.00

TAF Online Form – Identifying Information Section

- The Broker/Dealer Number, Clearing Firm # and associated names will already be populated when a draft form is opened. This information cannot be changed.

Trading Activity Fee (TAF) Self-Reporting Form [Help](#)

Broker/Dealer Number Firm Name:	<input type="text"/>	Clearing Firm # Clearing Firm Name:	<input type="text"/>
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TAF Online Form – Contact Section

- The Contact Information and Mailing Address will be populated with the most current information that is on file. If this information has changed, it can be updated by selecting the Edit radio button.

Please indicate any changes to the Contact Information and/or Mailing Address by selecting the Edit Button and editing the data below. If the Edit button is selected, all data in these fields will be saved when the form is submitted.

No Change Edit

Contact Information

Contact Name *

Contact Telephone *

Contact Email Address *

The Contact section should provide information about the person at the firm who will be able to answer financial questions about the filing.

Mailing Address

Address Line 1 *

Address Line 2

Address Line 3

City *

State/Province *

Zip/Postal Code

Country *

TAF Online Form – Volume Section

- The Reporting Period will be populated with the appropriate Month and Year. This information cannot be changed.

Reporting Period: 11/2014

- In this section of the form, the Clearing Firm will enter the Aggregate Volumes for each of the Transaction Types. The Assessment Amount will be calculated as each Volume is entered. The Total Assessment Amount is displayed at the bottom of the section.

	Transaction Type	Aggregate Volume	Rate (\$)	Assessment Amount
1	Covered Equity Securities (under maximum) # of Shares	188,235.000000	0.00011900	\$22.40
2	Covered Equity Securities (at maximum) # of Trades	0.000000	5.95000000	\$0.00
3	Covered Option Contracts (# of Contracts)	0.000000	0.00200000	\$0.00
4	Covered Security Futures (above minimum) (# of Contracts Traded on a Round Turn Basis)	0.000000	0.00008000	\$0.00
5	Covered Security Futures (at minimum) (# of Transactions)	0.000000	0.01000000	\$0.00
6	Covered Municipal and TRACE Securities (except ABSs) (under maximum) # of Bonds	8,800.000000	0.00075000	\$6.60
7	Covered Municipal and TRACE Securities (except ABSs) (at maximum) # of Trades	0.000000	0.75000000	\$0.00
8	Covered TRACE Asset-Backed Securities (under maximum) Value of Trades	0.000000	0.00000075	\$0.00
9	Covered TRACE Asset-Backed Securities (at maximum) # of Trades	0.000000	0.75000000	\$0.00
Total Assessment Amount				\$29.00

TAF Online Form – Save, Print, or Submit

- The user has the option to save a draft and return to it later, print, or submit the form.

Invoice
Select 'Invoice' if you wish to be invoiced and pay later through E-Bill. Otherwise, you will be prompted to pay now upon submission.

TAF Online Form – Payment Options

- **There are 2 options to pay for the fees associated with a TAF Filing**
 - Click on Submit to pay at the time of form filing via credit card or ACH (electronic check).
 - Check Invoice box and click on Submit to pay the TAF invoice using FINRA’s Electronic Billing System (E-Bill).

Total Assessment Amount		\$29.00
<input type="checkbox"/> Invoice		
<i>Select 'Invoice' if you wish to be invoiced and pay later through E-Bill. Otherwise, you will be prompted to pay now upon submission.</i>		
<input type="button" value="Submit"/>	<input type="button" value="Save Draft"/>	<input type="button" value="Print"/>

- **If there are no fees associated with the filing, the firm will Submit the TAF form and no payment options will be displayed.**

Total Assessment Amount		\$0.00
<input type="button" value="Submit"/>	<input type="button" value="Save Draft"/>	<input type="button" value="Print"/>

Submitting Payment with Filing

- If the Clearing Firm elects to pay the fees at the time of filing, the user will be required to accept online payment terms and conditions, and then the TAF Payment Page will be displayed.

Firm Gateway

Home | Forms & Filings | Web CRD | IARD | Firm Profile | E-Bill | Information Requests | User Administration

<< Back to Forms & Filings

Trading Activity Fee (TAF) - Payment Page

Trading Activity Fee

- ▶ Filings History

Related Links

- Trading Activity Fee (TAF) User Guide

Covered Equity Securities - # of Shares	\$22.40
Covered Equity Securities - # of Trades	\$0
Covered Option Contracts - # of Contracts	\$0
Covered Security Futures - # of Contracts	\$0
Covered Security Futures - # of Transactions	\$0
Covered Municipal/TRACE Securities - # of Bonds	\$6.60
Covered Municipal/TRACE Securities - # of Trades	\$0
Covered TRACE Asset-Backed Securities - Value of Trades	\$0
Covered TRACE Asset-Backed Securities - # of Trades	\$0
Total	\$29

Payment Type

Credit/Debit Card

Bank Account

Credit/Debit Card Information

* Denotes required field

*Card Type:

*Card #:

*Card Security Code:

The Card Security Code can be found as the last three digits in the signature panel on the back of your VISA, MasterCard, Discover card, or the four digits printed on the front of your American Express card above the embossed number.

*Expiration Date: Month: Year:

Billing Information

*Full Name (as it appears on credit card):

*Street Address Line 1:

Street Address Line 2:

*City:

*State:

Province/Region:

*Zip Code:

Postal Code:

*Country:

TAF Fee Information will be summarized at the top of the payment page

User will be able to enter Credit Card or Bank Account information

User will submit payment information. Once successful, the user will get a confirmation page and e-mail indicating that payment was processed

Submitting Payment with Filing

- If a user elects to pay at the time of filing but does not pay at that time
 - A reminder email will be sent 2 hours after the form is submitted.
 - To pay at this point, the user should return to the Filing History, select the form for which the payment is to be submitted and select the 'Make Payment' button.

Firm Gateway

Home | Forms & Filings | Web CRD | IARD | Firm Profile | E-Bill | Information Requests | User Administration

<< Back to Forms & Filings

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If you do not see a form for the period that you are trying to report or need to add new clearing firms, please contact the FINRA Gateway Call Center at (301) 590-6500. For additional information about the Form Filing Cabinet in the context of the TAF form, please refer to the [Trading Activity Fee \(TAF\) User Guide](#).

Trading Activity Fee

► Filings History

Related Links

Trading Activity Fee (TAF) User Guide

MAKE PAYMENT

FILING ID	CLEARING NUMBER	REPORTING PERIOD	FILING LAST UPDATED	FILING STATUS	PAYMENT STATUS
1281006		11/2014	12/01/2014 04:02 PM	Submitted	Pending

- If the payment is not made within 12 hours of the form submission, the Payment Status will change to 'Invoice' and the 'Make Payment' button will no longer be available. The user can then view and pay the invoice through E-Bill.

Payment of TAF Invoice through E-Bill

- If the Clearing Firm elects to be invoiced for the associated fees, the filing will be submitted to FINRA and the TAF filing itself will be complete.
- After FINRA Finance has generated the TAF Invoice, the invoice will be available to be viewed and paid on E-Bill, FINRA's Electronic Billing System, which is also available through Firm Gateway.
- There is a separate FINRA entitlement that is required for users to view and pay invoices through E-Bill. As with the TAF Entitlement, each firm's Super Account Administrator (SAA) has the ability to assign user access rights to E-Bill.

Payment of TAF Invoice through E-Bill

Firm Gateway

[Home](#) | [Forms & Filings](#) | [Web CRD](#) | [IARD](#) | [Firm Profile](#) | [E-Bill](#) | [Information Requests](#) | [User Administration](#)

[Open Invoices / Accounts](#) | [Transaction Activity](#) | [Invoice History](#) | [Alerts](#) | [Settings](#)

[User Guide](#) | [FAQ](#) | [Help](#)

FINRA Flex-Funding Account

When funding the FINRA Flex-Funding Account through E-Bill, the only valid payment option is ACH. Credit Card payments are not accepted.

[Initiate Refund](#)

Account	Balance	As Of	Payment Amount
<input type="checkbox"/> FINRA Flex-Funding Account (CRDRG)	-\$536,377.34 Sufficient	11/6/2014 1:36:02 PM	<input type="text"/>

FINRA Renewal Account

Renewal Statement is not currently available. Please check back later.

Open Invoices

If there is a discrepancy between the Total Amount Due on your Invoice Balance Due in E-Bill, please contact FINRA Call Center at (301) 590-6500

Invoice Type:

<input type="checkbox"/> Invoice Type	Cust. ID	Invoice	Details	Invoice Date	Due Date	Invoice Amount	Invoice Balance	Payment Amount
<input type="checkbox"/> TAFBI				12/07/2014	12/07/2014	\$29.00	\$29.00	<input type="text"/>
<input type="checkbox"/> TRACE				12/05/2014	12/05/2014	\$1500.00	\$1500.00	<input type="text"/>

Payment Options

Entitled users will be able to see new TAF invoices on the Open Invoices/Accounts tab of E-Bill along with other open FINRA invoices for the firm.

If the User selects the TAF Invoice and selects 'Pay Now', the E-Bill Payment Screen will be displayed.

Payment of TAF Invoice through E-Bill

■ E-Bill Payment Screen

Firm Gateway

Home | Forms & Filings | Web CRD | IARD | Firm Profile | **E-Bill** | Information Requests | User Administration

Open Invoices / Accounts | Transaction Activity | Invoice History | Alerts | Settings | User Guide | FAQ | Help

Payment Information

You are about to submit online payment for the following

Invoice Type	Invoice	Amount
TAFBI	TAF359701	\$29.00
Total Payment Amount		\$29.00

Payment Type

When funding FINRA Accounts through E-Bill, the only valid payment option is ACH or reallocation from FINRA Flex-Funding Account. Credit Card payments are not accepted.

New Credit/Debit Card

New Bank Account

Previously Used Card Or Bank Account

Transfer funds from FINRA Flex-Funding Account

Previously Used Cards Or Bank Accounts

Bank account ending in 1545

Bank account ending in 7788

Credit card ending in 1194

Credit card ending in 5553

E-mail Address

* E-mail Address

By checking this box, I certify that I have read and understand all of the terms of the FINRA E-Bill Program Agreement and Terms of Use and intend to form a binding agreement with FINRA on those terms without modification or amendment thereto. If I am accepting this agreement on behalf of an organization, I certify that I have the authority of that organization to enter into this agreement.

TAF Invoice Information is displayed at top of screen. The invoice can be viewed and printed by clicking on the Invoice ID.

Options to pay are:

- new or saved credit card,
- new or saved ACH, or
- transfer from FINRA Flex-Funding – note this privilege requires the E-Bill Reallocation entitlement

User must accept the FINRA E-Bill Program Agreement and Terms of Use before submitting the payment.

Updated TAF Invoice on E-Bill

- Regardless of whether TAF fees are paid at the time of filing or paid via E-Bill, once the payment has been processed, the invoice information will appear in the Invoice History tab of E-Bill.

Firm Gateway

Home | Forms & Filings | Web CRD | IARD | Firm Profile | E-Bill | Information Requests | User Administration

Open Invoices / Accounts | Transaction Activity | **Invoice History** | Alerts | Settings | User Guide | FAQ | Help

Invoice History Invoice Type: All

Invoice Type	Cust. ID	Invoice	Details	Invoice Date	Due Date	Invoice Amount	Invoice Balance
TAFBI				12/07/2014	12/07/2014	\$29.00	\$0.00
MTRCS				11/07/2014	11/07/2014	\$62,667.74	\$0.00

TAF Online Filing Rollout

- **January 20th and 22nd – FINRA will give presentations walking firm users through the new TAF online filing process.**
 - Send an email to TAF@finra.org letting us know if you would like to attend one of these sessions.
- **January 26th – the new TAF entitlement will be available to SAAs to grant to firm users.**
 - Contact your SAA to be granted the TAF entitlement.
 - Note the E-Bill entitlement to view and pay invoices already exists.
- **February 1st – the new TAF form will be accessible on the Firm Gateway to entitled users to report January 2015 TAF volumes.**
- **Resources:**
 - Contact the FINRA Gateway Call Center at (301) 590-6500.
 - TAF User's Guide available on FINRA.org - <http://www.finra.org/industry/regulation/guidance/p122376>.