

Web CRD

Individual Form Filing: Form U5

About Form U5

The Form U5 is the Uniform Termination Notice for Securities Industry Registration. Broker-dealers, investment advisers, and issuers of securities are required to use the Form U5 to terminate the registration of an individual in the appropriate self-regulatory organizations (SROs) and/or jurisdictions. In May 2009 (as part of Web CRD & IARD Release 2009.2), the individual forms were revised and reversioned. For more information regarding the changes to the Individual Forms, please access the Individual Forms Web page at: www.finra.org/crd/individualformchanges.

Accessing Web CRD

Access Web CRD at https://crd.finra.org or via FINRA Firm Gateway at https://firms.finra.org.

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

Content:

- Form U5 Filing Types (pg. 2)
- Form U5 Section 3. Full Termination (pg. 2)
- Form U5 Section 4. Date Terminated (pg. 3)
- Form U5 Section 6. Affiliated Firm Termination (pg. 4)
- Form U5 Section 5. Partial Termination (pg. 4)
- Form U5 Section 7. Disclosures (pg. 5)
- Submission Menu (pg. 6)
- Pending Filings (pg. 8)
- Historical Filings (pg. 8)

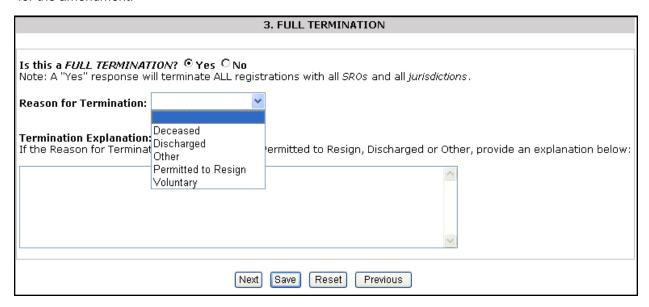
Questions on Web CRD? Call the FINRA Gateway Call Center at **301-869-6699** 8 A.M. - 8 P.M., ET, Monday-Friday.

Form U5 Filing Types

U5 Filing Type	When to use
Full	A Full Form U5 is used when terminating an individual from the firm. All registrations with SROs and Jurisdictions will be terminated. A Full U5 must be filed no later than thirty (30) days after the individual has left the firm's employment.
	Disclosure answers, date of termination and reason for termination are required fields. Residential addresses can be updated. Branch office address information cannot be updated
Partial	A Partial Form U5 is used to terminate individuals from selected SROs and jurisdictions. The reason for termination and disclosure questions are not included on partial Form U5 filings. Residential addresses can be updated. Branch office address information cannot be updated
Amendment	An Amendment Form U5 is used to update or amend disclosure, date of termination, reason for termination, and residential information on an individual already terminated from a firm.
	Terminated individuals are required to update any residential address changes for two years following an individual's termination date.

Form U5 Section: 3. Full Termination

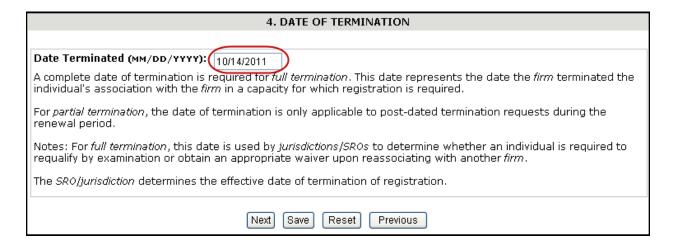
For a full termination, complete the Reason for Termination and Termination Explanation. Firms should file amendments to the Reason for Termination and/or Termination Explanation promptly. When filing an amendment to the Reason for Termination and/or Termination Explanation, firms must explain the basis for the amendment.



Form U5 Section: 4. Date Terminated

For a full termination this date represents the date the firm terminated the individual's association with the firm in a capacity that required registration. This date is used by jurisdictions/SROs to determine whether an individual is required to requalify by exam or if the individual is eligible for a waiver upon reassociation with another firm.

A post-dated termination date of 12/31 of the current year is only allowed during the renewal period.

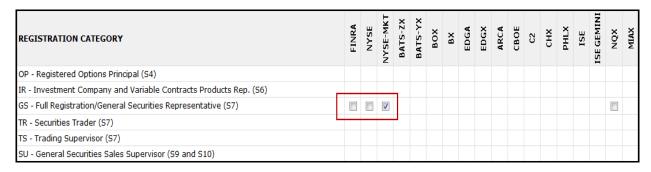


Form U5 Section: 5. Partial Termination

This section is only available when the Partial filing type is selected. There are two parts to this section:

- 5A. SRO Partial Termination
- 5B. Jurisdiction Partial Termination

Only active SRO/Jurisdiction registrations will be available for selection. Check the box for each registration you wish to terminate.



Form U5 Section: 6. Affiliated Firm Termination

For partial terminations, select the affiliated firm(s) from which the individual seeks to terminate registrations and indicate the registrations the individual seeks to terminate. For full terminations, select the affiliated firm(s) from which the individual seeks to terminate.

Partial Termination Example:





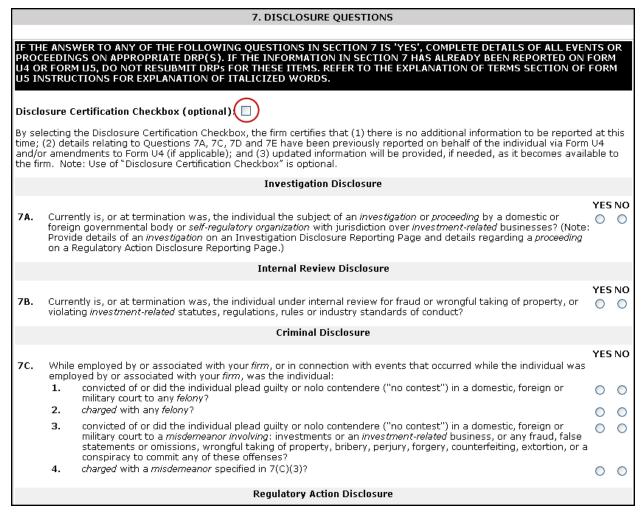
Full Termination Example:



Form U5 Section: 7. Disclosures

This section applies to full terminations only. If the individual has no new or updated disclosure information to be reported in response to Questions 7A, 7C, 7D or 7E, you may utilize the Disclosure Certification Checkbox option in lieu of completing Section 7. The Disclosure Certification Checkbox may not be used if answering "yes" to Questions 7B or 7F.

Questions 7E(4) or 7E(5) should be answered "yes" if the individual was not named as a respondent/ defendant but (1) the Statement of Claim or Complaint specifically mentions the individual by name and alleges the individual was involved in one or more sales practice violations or (2) the Statement of Claim or Complaint does not mention the individual by name, but the firm has made a good faith determination that the sales practice violation(s) alleged involves one or more particular individuals.



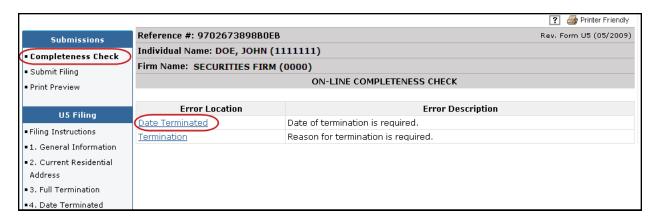
About Internal Review Disclosure

Generally, the Internal Review Disclosure question in Question 7B and the Internal Review Reporting Page (DRP U5) are used to report matters relating to compliance, not matters of a competitive nature. Responses should not include situations involving employment related disputes between the firm and the individual.

If a "yes" answer is provided to the Internal Review Disclosure question, the individual whose name appears in Section 1 (GENERAL INFORMATION) of this form may provide a brief summary of the event on Part II of the Internal Review Disclosure Reporting Page (DRP U5).

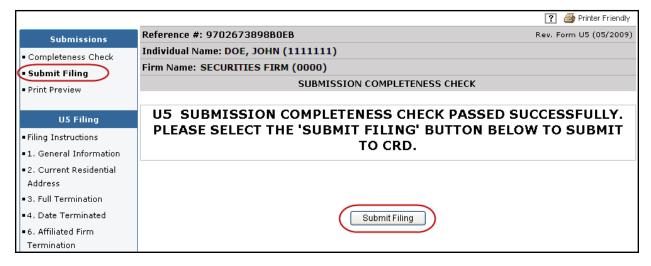
Submission Menu

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.



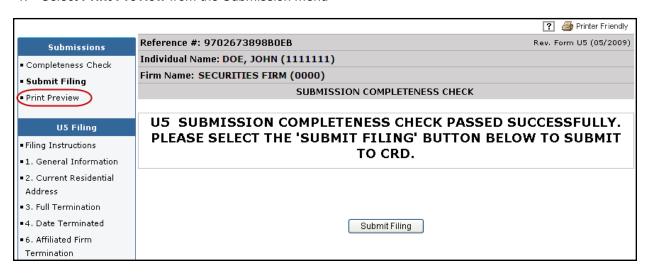
Submit Filing - Submitting a filing is a two-step process: Web CRD automatically runs a completeness check when Submit Filing is selected. If the filing passes the completeness check, the system allows you to continue with the submission process, if the filing does not pass the completeness check, return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

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

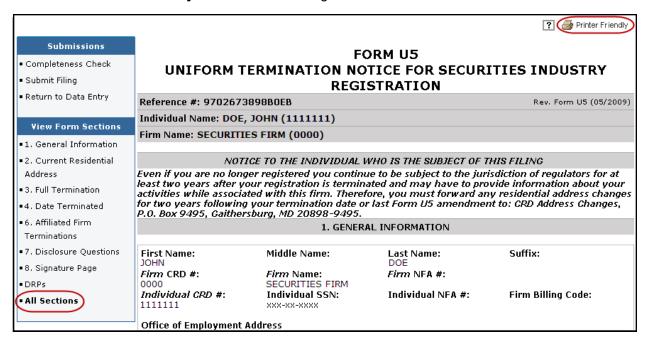


Print Preview - Used to view or prepare the filing for printing. You can choose to print a specific page or the entire filing.

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

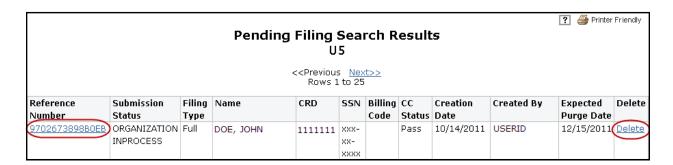


- 2. To print the entire form filing select **All Sections** from the navigation panel. Otherwise, select the Form U5 section you wish to print.
- 3. Click the **Printer Friendly** icon located on the right side of the screen



Pending Filings

Once a filing is created, it remains in a pending, or draft state for 60 days from the creation date. The Expected Purge date indicates the day the filing will be deleted from the Pending Filing queue. Click the Reference Number hyperlink to continue working on the filing. If you no longer wish to submit this filing, you have the option to delete the filing.



Historical Filings

The **Historical Filings** feature allows users to view and/or print Form U5 filings submitted by your firm for a specific individual. Users will have the option to view the full filing or view changes in "redline mode" by selecting one of the "View Changes" options. <u>Redlining will not display across form versions</u>.

