

Headline: Important Year-End Message: 2023 Deadlines and Charitable Giving

Below is important information about year-end submission deadlines and key dates for charitable giving.

Distribution Year-end submission deadlines

- **Money Movement Deadlines:** Including RMDs that are submitted via Check, Internal Transfer (Journals), and Wires:
 - **eAuthorization: must be in good order and authorized by client as of 2pm ET on 12/28/2023.**
 - **Paper: must be in good order by 12/1/2023**
 - Paper includes DocuSign submissions and submissions from the Move Money tab that generate paper forms.
 - **Important Notes:**
 - Clients who are eligible (age 73 or older) to take their required minimum distribution (RMD) are encouraged to leverage Schwab's digital money movement capabilities.
 - IRA Checkbooks: Cash must be available, and checks must be CASHED **on or before 12/29/2023** to be included in current tax year.
 - Need to process an RMD but not until late in December? You can use move money tab to set up the transaction to process on a future date.

Note: Any submissions that are received after deadlines will be processed on a best-efforts basis.

- **ACH transactions** (Schwab Moneylink®)
 - if the ACH profile already exists, request must be entered on Move Money by **2:30 p.m. ET on 12/28/2023.**
 - If no ACH profile exists and a new one needs to be set up, it must be submitted in good order by **12/1/2023.**

Note: Any submissions that are received after deadlines will be processed on a best-efforts basis. Also, distributions processed on 12/29/2023 will be documented as 2023 for tax purposes but may not post to client accounts until 1/2/24 due to processing times.

Alternative investments year-end Purchases

- To allow time for processing alternative investment purchases, we recommend:
- Ensuring all paperwork is completed in good order and funds are available in your client's account.
- Submitting requests 1-2 weeks in advance of the fund's commitment deadline.

Year-end charitable giving deadlines and recommendations

- Refer to the [2023 timetable for year-end giving](#) for key dates and additional information on how to make charitable donations.
- Many organizations are closed for the latter part of December; so be sure to submit checks in early December to avoid delay or checks not clearing client accounts until January of the new year.
- Remember, donor-advised Schwab Charitable accounts offer digital solutions as well.
 - On Schwab Advisor Center, advisors can recommend grants, research charities, and recommend a reallocation of funds within core accounts.

- Visit the [Forms Library](#) section to obtain the forms needed to open or contribute to a donor-advised fund account.
- Deadlines and procedures for making charitable donations vary by asset type.
- For more information, visit [schwabcharitable.org](https://www.schwabcharitable.org) or call 800-746-6216.

Please note: Any distribution requests for the 2023 tax year completed after December 29, 2023, cannot be processed with an “As of Date” (back dated).

New Accounts/Account Maintenance

- **Company Retirement Account (CRA) applications must be received by 12/8 to allow for processing time and the required 6-day waiting period.** Those received late will be processed on a best-efforts basis.
- Digital onboarding requests must be received **in good order prior to 12/28/2023** to be processed.
- Paper retirement account applications must be received **in good order prior to 12/22/2023**. (Non-year-end critical accounts submitted via paper applications may be delayed). Applications received after deadline will be processed on a best-efforts basis.

Streamlining year-end with digital tools

- The digital tools and resources on Schwab Advisor Center® can help you tackle these critical—yet tedious—end-of-year tasks efficiently and securely. We recommend using our digital tools to prioritize your clients’ requests, including:
 - [Digital onboarding](#) to open last-minute accounts in minutes.
 - [Move money](#) to facilitate common year-end transactions such as RMDs and [Roth conversions](#).
 - [Bulk upload Import Transactions tool](#) for multiple move money submissions.
 - [eAuthorization](#) for digital client approval of items such as new accounts, checks, internal transfers, and wires.
 - Schwab Advisor Center Mobile Deposit and Advisor Check Deposit to deposit checks up to \$3 million immediately.
 - Encouraging clients to submit distribution transaction requests on [Schwab Alliance](#).

For more information about using technology to quick and securely complete your year-end tasks, [view this article](#). We hope this information is helpful for your year-end work. Please contact your Service team with any questions.

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