Important year-end message: 2024 deadlines and charitable giving

This important information about distribution dates may impact tax reporting, year-end submission deadlines, and key dates for charitable giving.

Streamline year-end with digital tools

The digital tools on Schwab Advisor Center® are the fastest and most secure way to process 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.
- Schwab Alliance for clients to submit distribution transaction requests and check deposits.

For more information about quickly and securely completing year-end tasks, view this article.

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 2:00 p.m. Eastern Time on December 30, 2024.**
    - **Paper: must be in good order by December 2, 2024.**
        - Paper includes DocuSign submissions and submissions from the Move Money tab that generate paper forms.

    - **Important notes:**
        - Clients 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 December 31, 2024,** to be included in current tax year.
        - Need to process an RMD but not until late in December? You may use the 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, the request must be entered on the Move Money tab by **2:30 p.m. Eastern time on December 30, 2024.**
    - If no ACH profile exists and a new one needs to be set up, we recommend submissions in good order by **December 2, 2024.**

*Note: Any submissions that are received after deadlines will be processed on a best-efforts basis. Also, distributions processed on **December 31, 2024** will be documented as 2024 for tax purposes but may not post to client accounts until **January 2, 2025,** due to processing times.*

Recurring ACH transfer (MoneyLink) from IRAs

IRAs with a recurring or planned one-time ACH transfer distribution scheduled on January 1 or January 2, 2025, are at risk for having the distribution be reported to the IRS for tax year 2024. Due to the New Year's Day holiday, impacted distributions will be debited from client accounts on December 31, 2024.

- If your client's intent is to make the distribution for the 2025 tax year, the distribution should be updated to January 3 (preferably to Jan. 5) or later via the move money tool on Schwab Advisor Center.
  Note: Clients may complete the change on Schwab Alliance.
- If the client intent of the distribution is for 2024 tax year, no further action is required. Please note: Any distribution requests for the 2024 tax year completed after December 31, 2024, cannot be processed with an "As of Date" (back dated).

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New accounts/account maintenance

- ***Company Retirement Account (CRA) applications must be received by December 2, 2024, 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 December 30, 2024,** to be processed.
- Paper and DocuSign retirement account applications must be received in good order prior to December 20, 2024.
    - Non-year-end critical accounts submitted via paper applications may be delayed.
    - Applications received after deadline will be processed on a best-efforts basis.

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 year-end giving guidelines for key dates and additional information on how to make charitable donations.
- Many organizations are closed for the latter part of December; submit checks in early December to avoid delay or checks not clearing client accounts until January of the new year.
- Remember, DAFgiving360 accounts offer digital solutions as well.
    - On Schwab Advisor Center, advisors can recommend grants, research charities, and recommend a reallocation funds within core accounts.
- Visit the Forms Library 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 or call **800-746-6216**.

All requests to Schwab should be submitted via Schwab Advisor Center or Schwab Alliance. In cases where a document must be mailed to Schwab, please use the following addresses:

Denver, Phoenix, or San Diego Service Center locations:

US Mail	Overnight Mail
Charles Schwab & Co., Inc. P.O. Box 982603 El Paso, TX 79998-2603	Charles Schwab & Co., Inc. 1945 Northwestern Drive El Paso, TX 79912-1108

Orlando or Westlake Service Center locations:

US Mail	Overnight Mail
Charles Schwab & Co., Inc. P.O. Box 2380 Omaha, NE 68103	Charles Schwab & Co., Inc. 200 S 108th Ave Omaha, NE 68154

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