Broadridge Fi360 Solutions

2 Chatham Centre

Pittsburgh, PA 15219 [www.fi360.com](http://www.fi360.com/)

***WE MAY ALREADY HAVE YOUR DATA!***

Please note, you should not complete or submit the attached authorization form if you are with a **Broker Dealer or RIA aggregator**. Contact fi360integrations@broadridge.com to see if your firm has already been approved for this integration.

**Things you should know.**

1. This is a Firm Level Authorization ONLY. The person in your firm responsible for Third Party Authorization will need to complete this form.
2. Please make sure you are using the Firm Name you use for business with this record keeper please note if you use more than one name you will need to complete a form for each business name represented.
3. We receive a monthly file from Mid Atlantic Trust Company that contains month end values. This data is typically received during the 1st week of the month following month end.
4. Please be sure to enter your CRD number under the [integrations tab](https://fi360.zendesk.com/hc/en-us/articles/235591108-How-To-Request-Integrations-With-A-Provider-Fiduciary-Focus-Toolkit-). This helps us at Fi360 keep track of your request.
5. Please complete the MidAtlantic Authorization Form (**this form needs to be completed on BD/RIA letterhead**) and submit to Brian Madison (bmadison@macg.com), Maura Wiley (mwiley@macg.com), and Melissa McCarthy (MmcCarthy@macg.com) along with a spreadsheet that contains plan names and BIN numbers. Please be sure to include the requested spreadsheet in order for your request to be processed in a timely fashion.
6. In addition to the Authorization Form, Mid Atlantic will also need authorization from the plan recordkeeper(s) (Plans with Paychex as the recordkeeper can disregard this step – Paychex has already provided this authorization). Please reach out to the recordkeeper(s) for the plans you wish to integrate via MidAtlantic and request that they provide authorization to MidAtlantic. The recordkeeper(s) will need to reach out to their Mid Atlantic contact and state that they authorize MidAtlantic to add your plans to the Fi360 distribution feed.
7. If you do not see your integration feed within 6 weeks please reach out to Fi360Integrations@broadridge.com for an update.

Place on Company Letterhead

[Date]

Mid Atlantic Trust Company

1251 Waterfront Place

Suite 510

Pittsburgh, PA 15222

RE: Retirement Plan Data Request and Authorization to Transmit Data to Fi360 (Third Party Service Provider)

Dear Mid Atlantic Trust Company:

We are utilizing Fi360 for our reporting.

We request that you send data files monthly to Fi360.  Please include both commission based plans and fee-based plans in the data feed.  This letter will be your authorization to discuss with and provide plan data to Fi360.

Additionally, we authorize representatives of Fi360 to discuss with you, data file layout, file access, and any other activity necessary to facilitate the timely and accurate transmission of plan data at month-end.

**Legal Name of Firm:**

**Firm Address:**

**Last 4 digits of firm tax id \*(If multiple tax id’s please list all):**

**Firm CRD \*(If multiple CRD’s please list all):**

**Frequency of Report:** Monthly

**Contact Information at Firm:**

Should you require technical assistance, please contact Fi360’s integration team, at Fi360integrations@broadridge.com or 844-394-9960.

We value our partnership and want to ensure we are providing the best possible support to our advisors, employers and plan participants.

Sincerely,

[Broker Dealer Home Office]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_