

Next Steps

Thank you for submitting an American Endowment Foundation Donor-Advised Fund application. The next step in opening the DAF with AEF is to open a *Non-Profit Corporate* investment account in the name of American Endowment Foundation *FBO [Donor Fund Name]*.

INVESTMENT ACCOUNT OPENING NEXT STEPS

1. Contact your back office for the list of documents required to open an investment account for a Non-Profit Corporate Entity and complete the required information on the forms.
2. Request a signature from AEF's authorized signers using one of the following methods:
 - a. E-Signature (preferred method)
 - i. Bundle documents as an e-signature request and send to the authorized signers using the information listed on our Investment Profile. This can be found on the AEF Partner Gateway once you have submitted the DAF Application on the *Documentation* screen. Look for the document titled *AEF Investment Profile*.
 - ii. To process more efficiently, please enter the Fund ID in the subject line of the DocuSign and ensure that all two-factor authentication codes are sent as a text message ONLY.
 - b. WET signature
 - i. Upload documents in AEF's Partner Gateway on the Investment Account screen of the DAF application. Our Fund Administration team will obtain signatures and return documents.

All signed investment paperwork is returned to the financial advisor on file via email with 10 business days. This email will include specific instructions on how to establish AEF's client-level online account access.

3. Once the signatures are received, submit them to your back office.
4. Reach out to the Fund Administration Team at newdaf@aefonline.org so AEF can confirm we have the account #, online access to the account, and aggregation data feed (Black Diamond & Clearwater).
5. Congrats! You may now fund the account. Reach out to the Fund Administration Team at newdaf@aefonline.org so AEF can confirm we have the account #, visibility to the account online and the account is aggregating.

NOTE

Delays in online access or gift notification may cause delay in donor gift acknowledgement.

QUESTIONS?

We are here to help! Call the AEF Advisor Experience Team at 888-440-4233. We appreciate your partnership in opening a donor-advised fund with AEF and look forward to supporting you and your client in their philanthropic mission.