

Open a Donor Advised Fund (DAF) Account

Before opening a Donor Advised Fund, contact your preferred sponsor to obtain:

- Sponsor information, e.g. address, tax ID, contact information
- Government ID information, e.g. business license, certificate of good standing, partnership agreement, operating agreement, articles of organization, articles of incorporation, IRS Form 990
- Sponsor Control Person information
- Sponsor Officer information
- Regulatory / Suitability information

Open the DAF account in the ClientWorks NAO 2.0 tool:

1. Open ClientWorks.
2. Under Quick Actions, select **Create Client and Account 2.0**.
3. When the Let's get started screen appears, enter the Rep ID.
4. For Client Type, choose **Entity**, then select **Other**.
5. For Entity Name, enter the Entity/Sponsor name and tax ID number:
 - Renaissance Charitable Foundation – 35-2129262
6. There is an option to enter the client's name under Entity Name, cont. (e.g. FBO John Doe).
7. For Account Type, select **Entity**.
8. Choose the program type (either an eligible advisory platform or direct business).
9. For Registration Type, select **Non-profit**.
10. Click **Begin** to continue creating the account.
11. Click the **pencil icon** next to Validation Errors to continue entering information about the sponsors.
12. Select **Yes** when asked whether the account meets the charity or nonprofit exemption.
13. Under Primary Account Holder Non-Individual, enter the sponsor information. This information is available from the sponsor and is required. If omitted, the account application will be rejected.

14. For Industry, select **Charity and Non-Profit Org.**
15. For Type of Organization, enter **Charity, Non-Profit.**
16. For Name of Governing Body of the Organization, enter **Board of Directors.**
17. For Name of Document under which Organization Operates, enter **Articles of Incorporation.**
18. Under Government Identification, do not exclude Government Identification. Complete this section with whatever documentation the sponsor provides. Select **Done.**
19. Click **Add Control Person** and enter the appropriate information. This information is available from the sponsor.
20. Enter the Officer Information. This information is available from the sponsor.
21. Enter Regulatory/Suitability information and details. This information is available from the sponsor. The Investment Experience pertains to the officer and not the entity. Finish completing the information on this page and select **Next.**
22. Under Account View & Paperless options, select desired statement delivery preferences.
23. Select **Review** and then **Create Account.** Send the forms electronically to the officers at the sponsor company using eSignature.