Trading Activity Fee (TAF) User's Guide

The Trading Activity Fee, (TAF) is one of the regulatory fees FINRA assesses to recover the costs of supervising and regulating firms. This includes costs associated with performing examinations, financial monitoring, and FINRA's policy, rulemaking, interpretive, and enforcement activities.

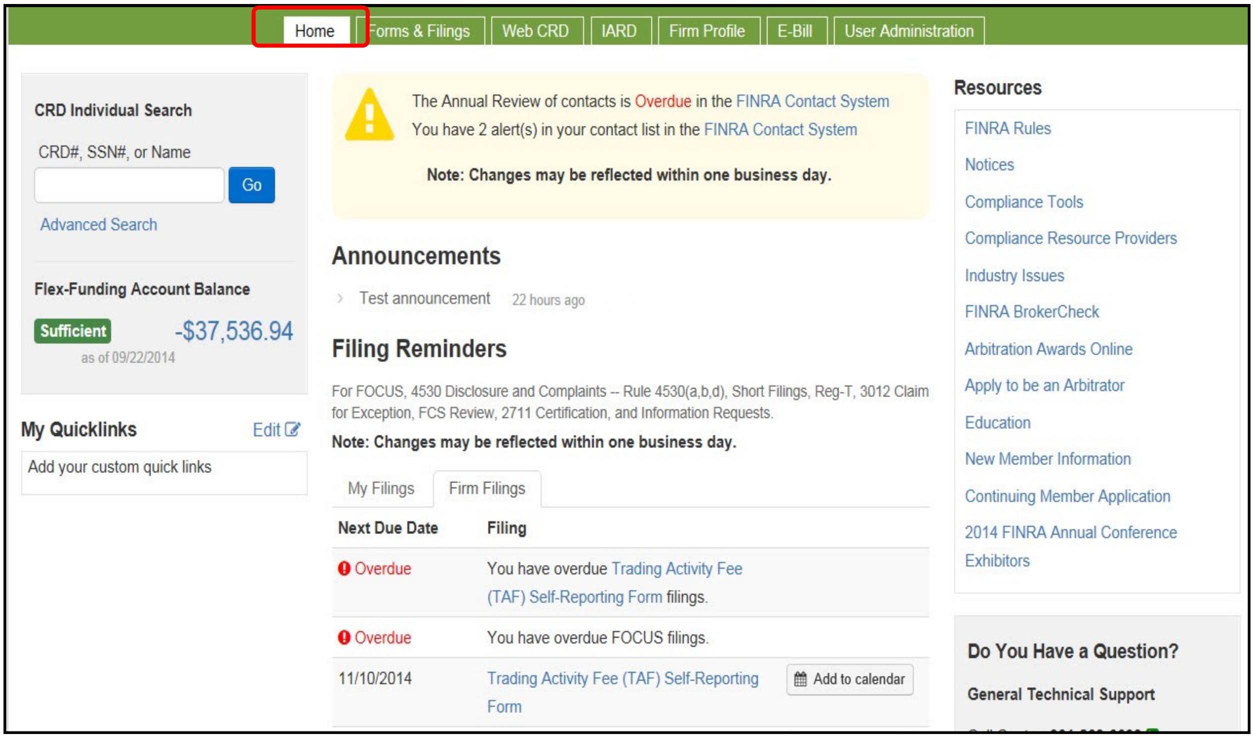
Content:

Questions on E-Bill? Call the FINRA Call Center at **301-590-6500**
8 A.M. - 8 P.M., ET, Monday through Friday.

Access TAF:

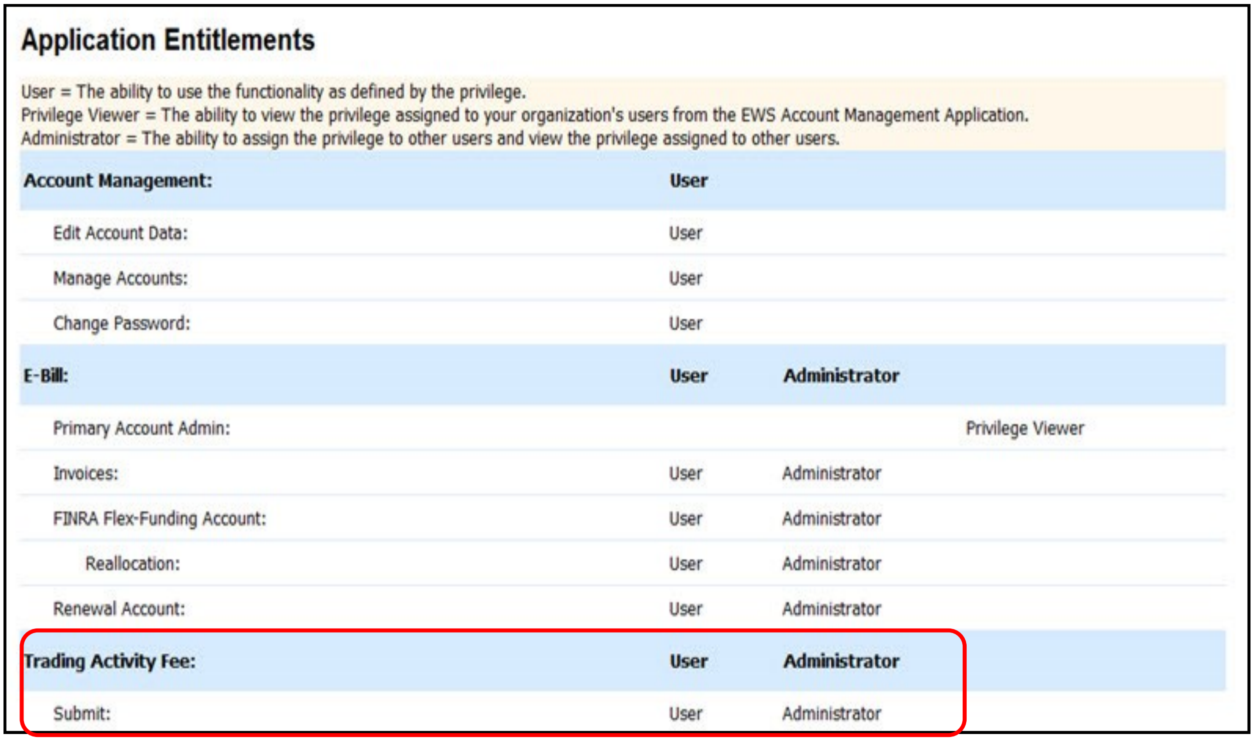
- Access via Firm Gateway at: https://firms.finra.org/

After logging into Firm Gateway, the Home tab displays.



Access TAF - Entitlement:

There will be a new application entitlement for the TAF form. Each firm's Super Account Administrator (SAA) will be able to grant TAF entitlement to employees within the firm.



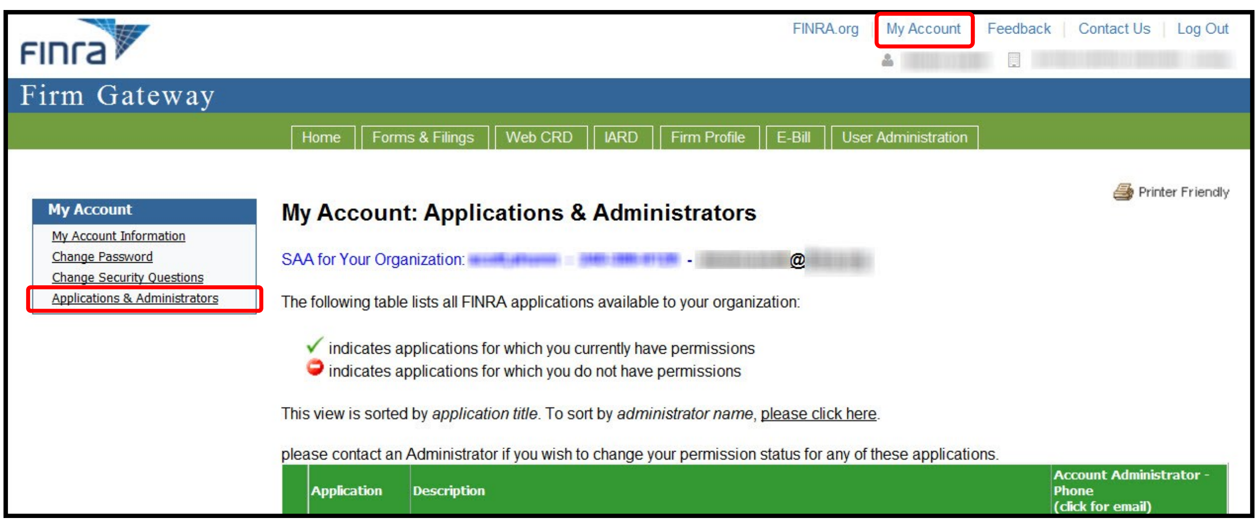
Application Entitlements

User = The ability to use the functionality as defined by the privilege.
Privilege Viewer = The ability to view the privilege assigned to your organization's users from the EWS Account Management Application.
Administrator = The ability to assign the privilege to other users and view the privilege assigned to other users.

Account Management:	**User**		
Edit Account Data:	User		
Manage Accounts:	User		
Change Password:	User		
E-Bill:	**User**	**Administrator**	
Primary Account Admin:			Privilege Viewer
Invoices:	User	Administrator	
FINRA Flex-Funding Account:	User	Administrator	
Reallocation:	User	Administrator	
Renewal Account:	User	Administrator	
Trading Activity Fee:	**User**	**Administrator**	
Submit:	User	Administrator	

To locate the SAA for your firm, from Firm Gateway,

1. Click the **My Account** link.
2. Click the **Applications & Administrators** link.

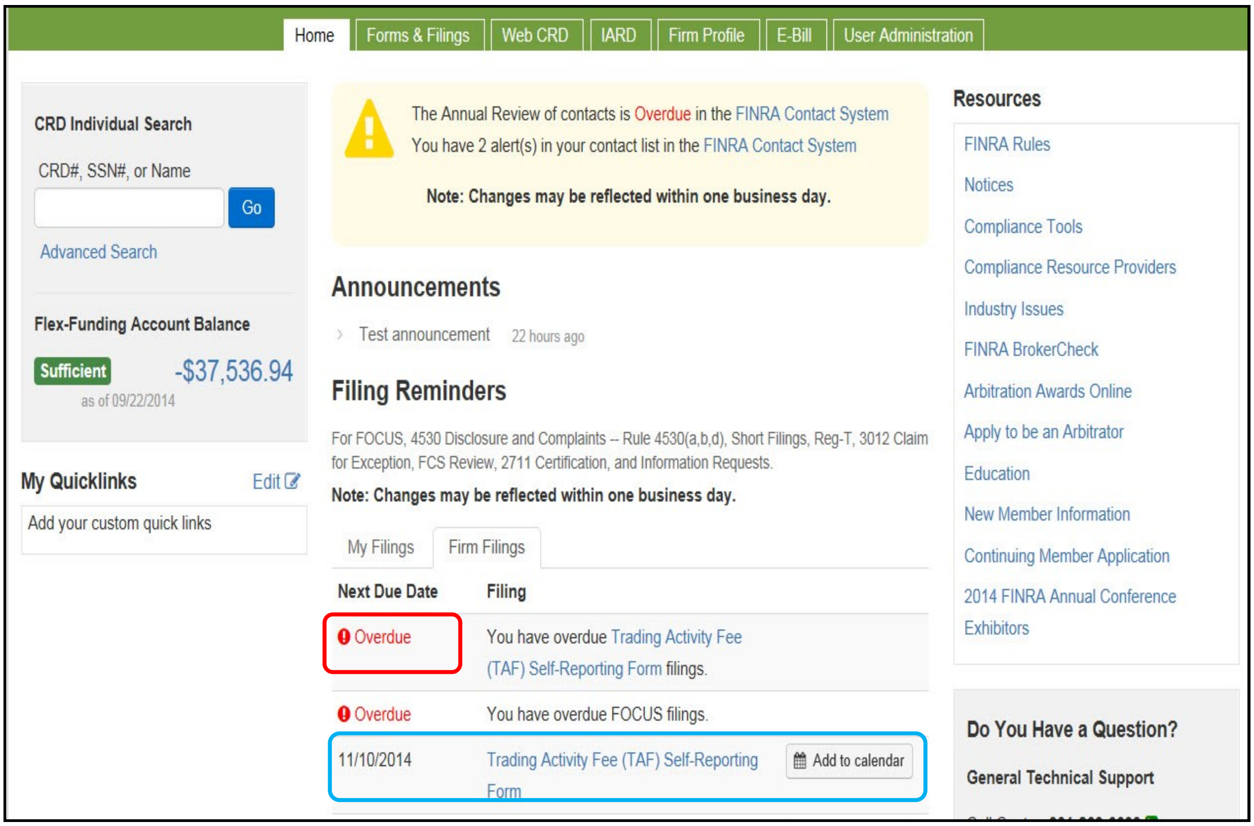


NOTE: If you do not have access to Firm Gateway, Contact the Call Center at (301) 590-6500 for your SAA information.

TAF Filing Reminders:

On the first day of each month, a TAF form is published for each FINRA Member Clearing Firm so that the previous month's activity can be reported. When a TAF Form is published, a reminder displays on the Firm Gateway Home page, indicating that the form is available.

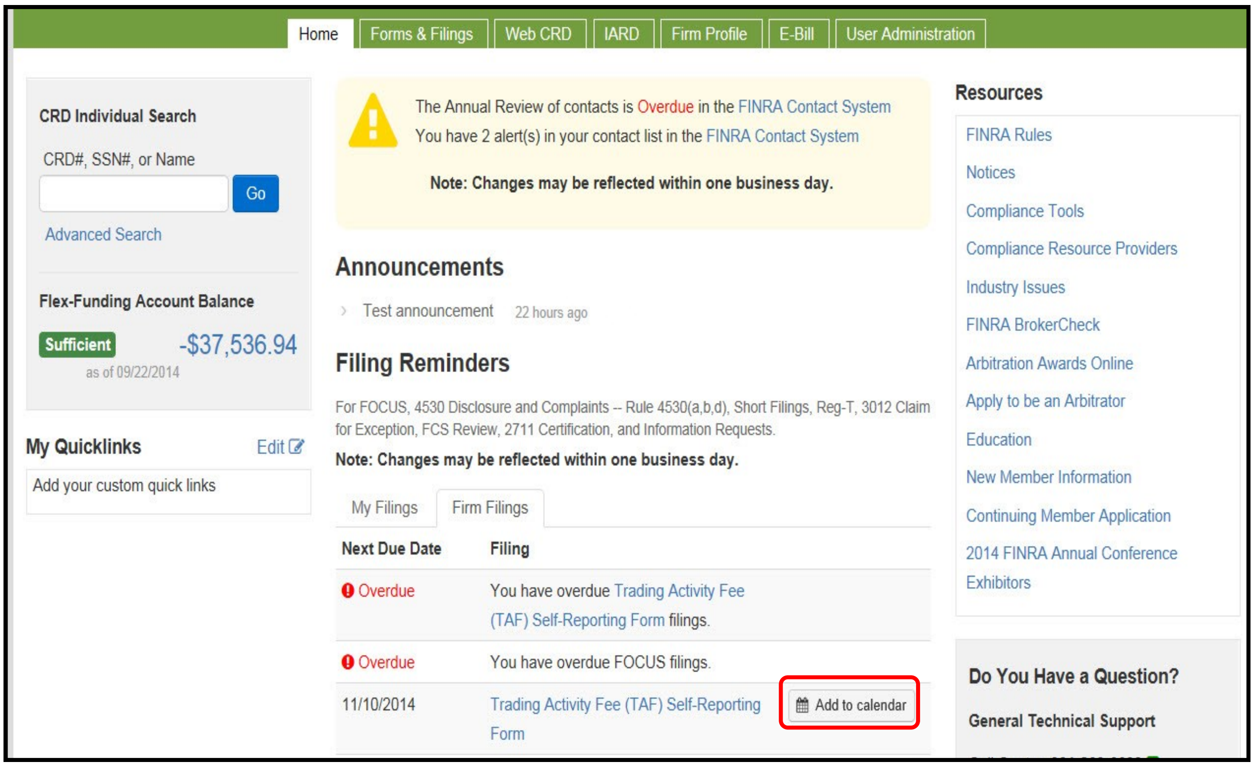
Reminders are displayed below the Announcements, in the Filing Reminders section. If the TAF form is not submitted by the 10th business day of the month in which it is published, the Due Date displays the status in red as Overdue.



Setting TAF Filing Reminders:

A feature is available to add a TAF Filing reminder to your calendar. To include a filing reminder on your calendar:

1. Click the **Add to Calendar** button.



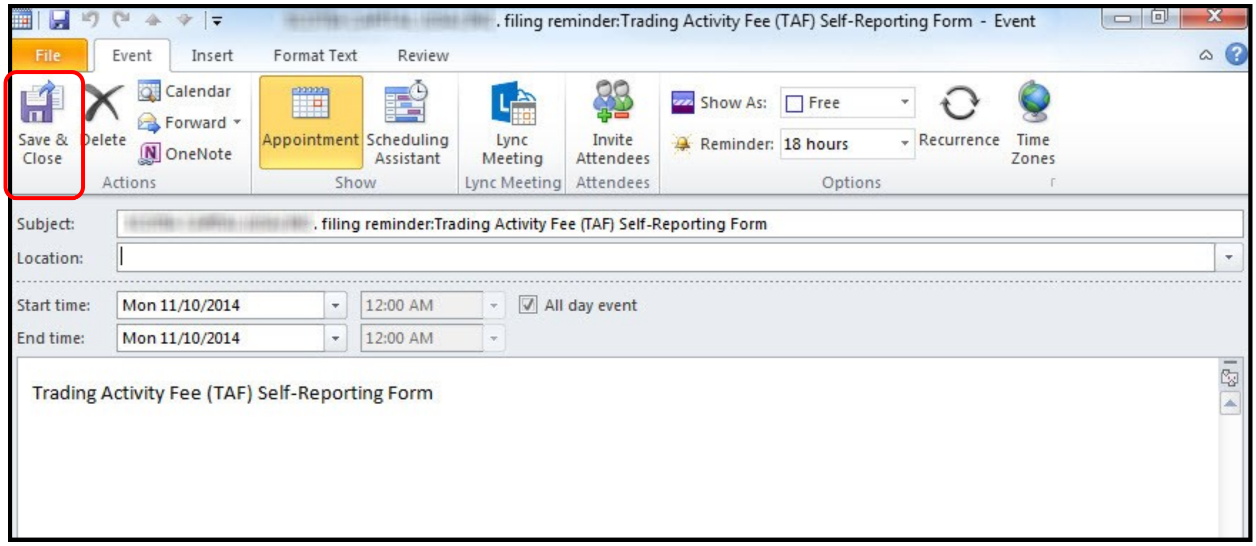
A pop-up message displays.

2. Click the **Open** button.

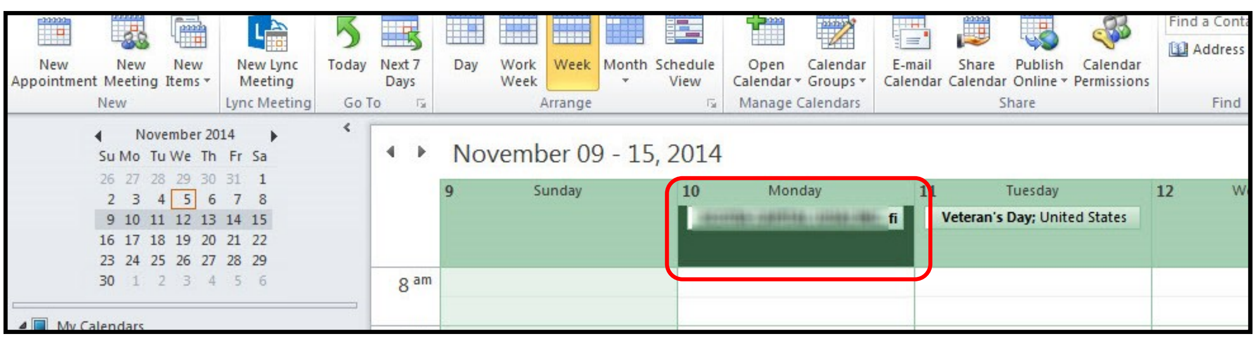
NOTE: Clicking the **Save** button downloads and stores the event file on your computer.

The Filing Reminder event displays in the Microsoft Outlook calendar.

3. Edit/confirm the Filing Reminder settings.
4. Click the **Save & Close** button.



The event is added to your calendar as shown below.



Complete a TAF Filing:

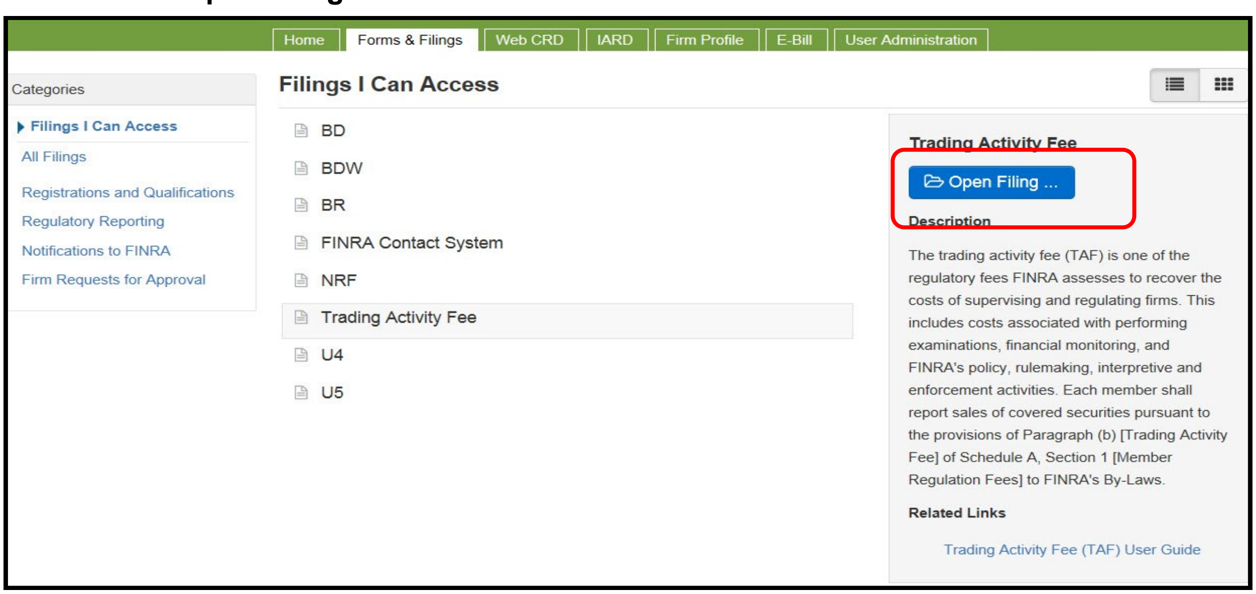
The TAF Filing can be accessed on the Forms & Filings tab under Filings I Can Access .

1. Click the **Forms & Filings** tab.
2. Click **Trading Activity Fee** link.

NOTE: This screen offers two display options: List view and Grid view. List view is displays by default. Click the respective icons to toggle the views.

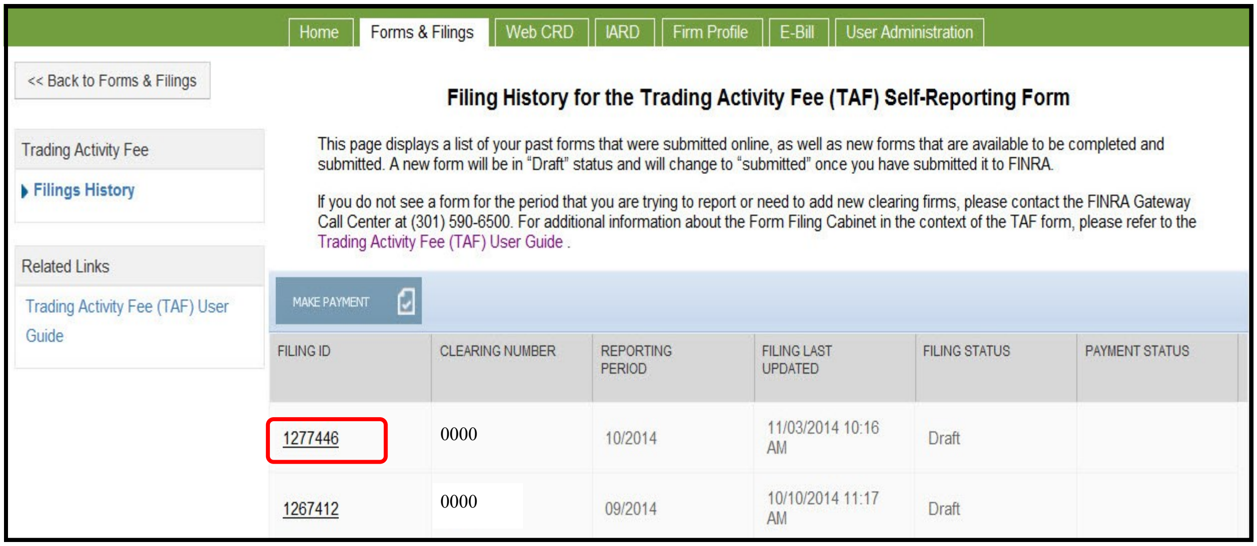
The Trading Activity Fee panel displays.

3. Click the **Open Filing** button.

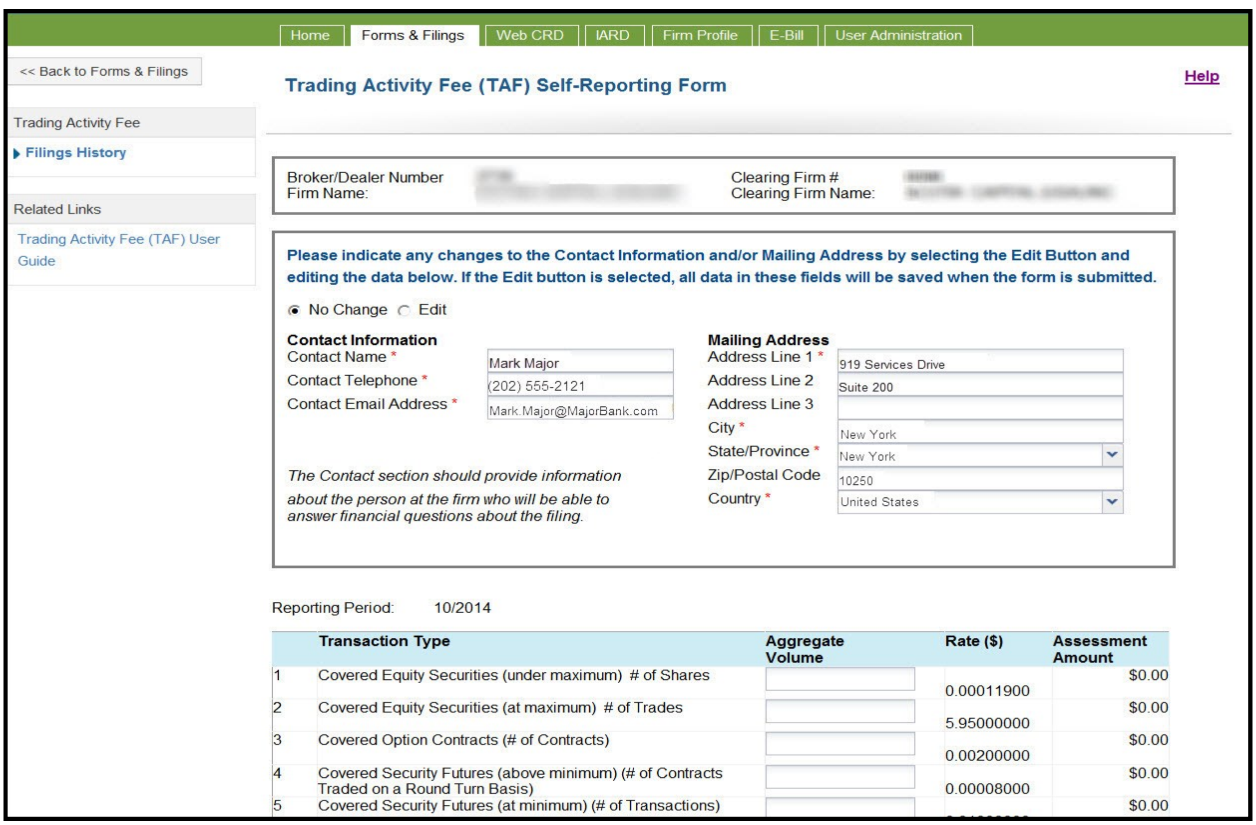


The Filing History for the Trading Activity Fee displays. This screen displays both current and historical filings, enables users to complete and submit a TAF Filing, and to edit a TAF filing that has been saved, but not yet submitted.

1. Click the **Filing ID** link.



The Trading Activity Fee form displays.



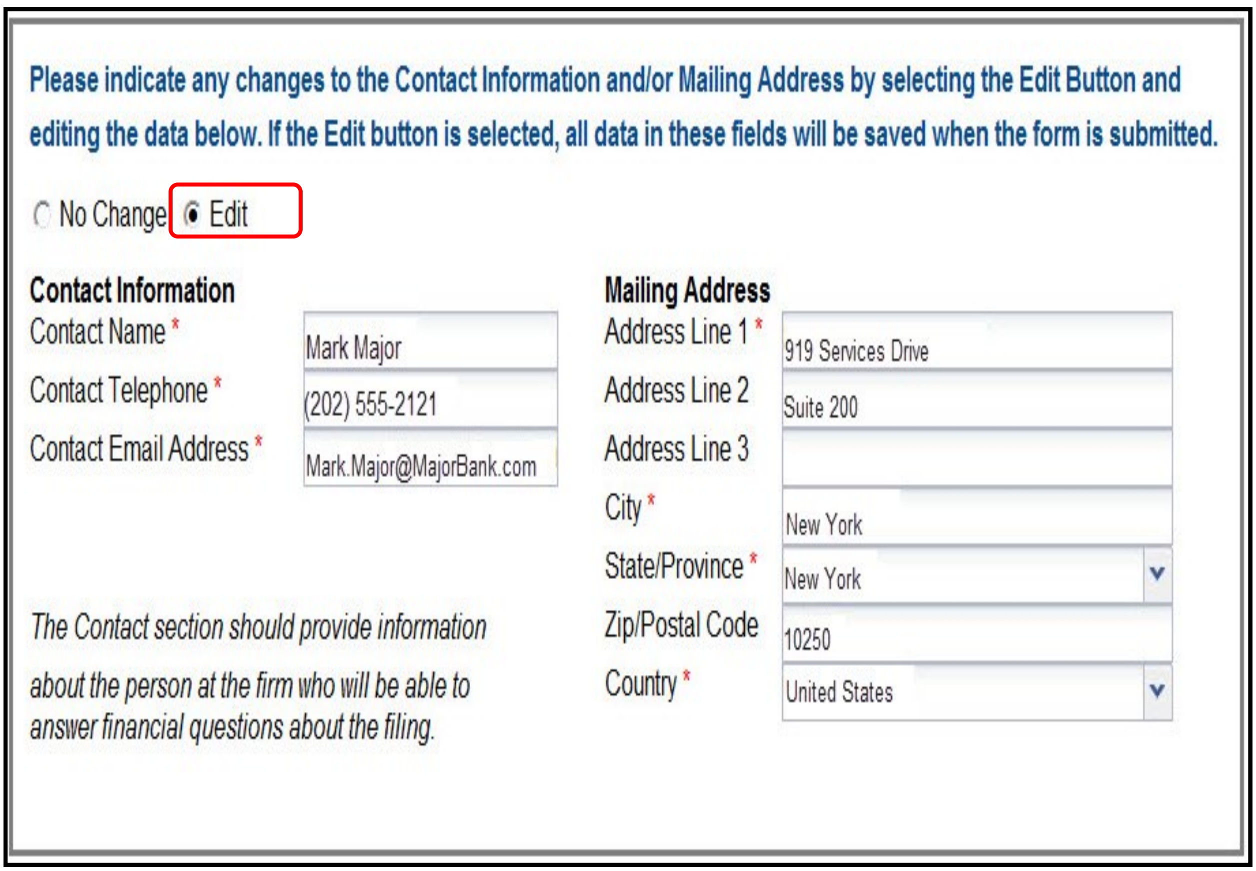
Identifying data, Contact information, and the Mailing Address for the firm are pre-populated and display at the top of the form.

NOTE: The **No Change** button is active by default. If the information has changed, use the process to update.

To edit Contact or Mailing Address information:

1. Click the **Edit** radio button.
2. Enter the updated text.

NOTE: The form may be saved as a draft; however, the TAF form cannot be submitted without the Volume information. The text changes will be saved at that time.



Please indicate any changes to the Contact Information and/or Mailing Address by selecting the Edit Button and editing the data below. If the Edit button is selected, all data in these fields will be saved when the form is submitted.

No Change | Edit

Contact Information

Contact Name *	Mark Major
Contact Telephone *	(202) 555-2121
Contact Email Address *	Mark.Major@MajorBank.com

The Contact section should provide information about the person at the firm who will be able to answer financial questions about the filing.

Mailing Address

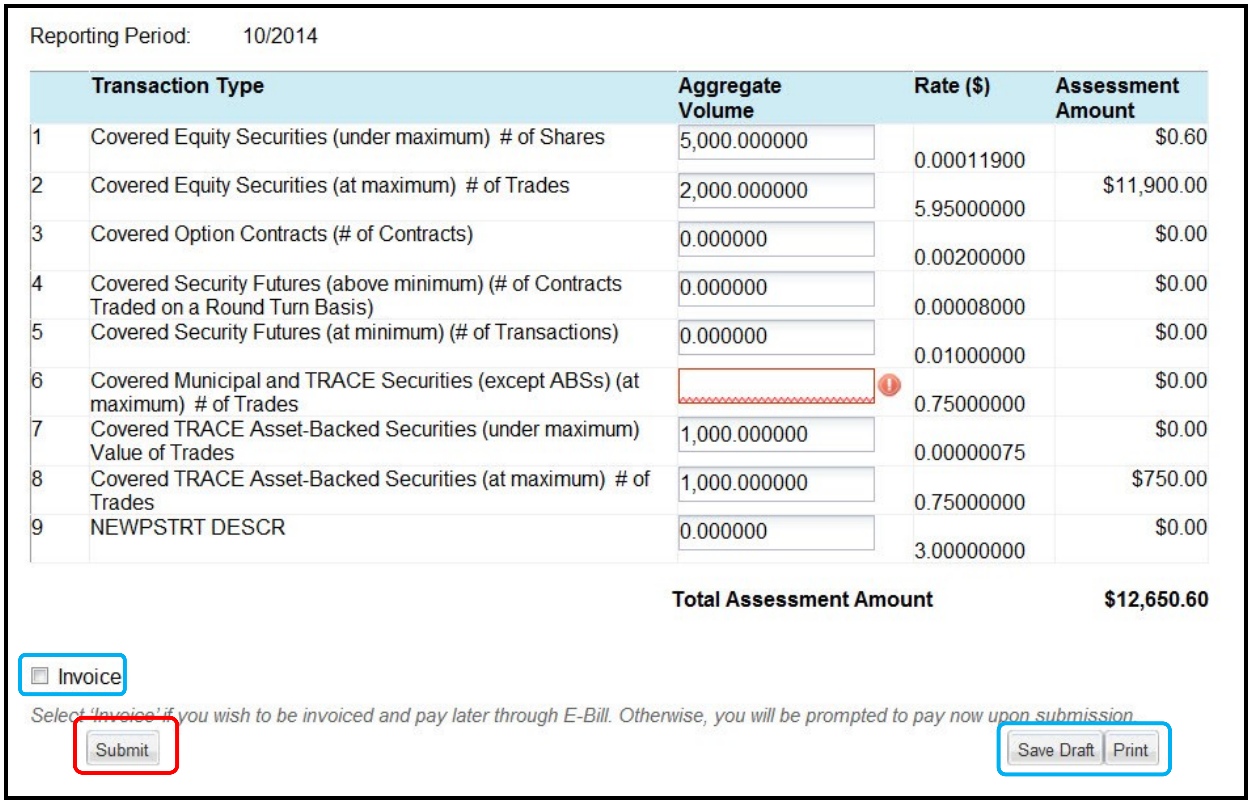
Address Line 1 *	919 Services Drive
Address Line 2	Suite 200
Address Line 3	
City *	New York
State/Province *	New York
Zip/Postal Code	10250
Country *	United States

The reporting period displayed is the applicable reporting month. This is a system-generated value and cannot be edited.

To complete the TAF form:

1. Enter the value for each aggregate volume.

NOTE: Each field must have a value, otherwise, a system error displays.



Reporting Period: 10/2014

	Transaction Type	Aggregate Volume	Rate ($)	Assessment Amount
1	Covered Equity Securities (under maximum) # of Shares	5,000.000000	0.00011900	$0.60
2	Covered Equity Securities (at maximum) # of Trades	2,000.000000	5.95000000	$11,900.00
3	Covered Option Contracts (# of Contracts)	0.000000	0.00200000	$0.00
4	Covered Security Futures (above minimum) (# of Contracts Traded on a Round Turn Basis)	0.000000	0.00008000	$0.00
5	Covered Security Futures (at minimum) (# of Transactions)	0.000000	0.01000000	$0.00
6	Covered Municipal and TRACE Securities (except ABSs) (at maximum) # of Trades		0.75000000	$0.00
7	Covered TRACE Asset-Backed Securities (under maximum) Value of Trades	1,000.000000	0.00000075	$0.00
8	Covered TRACE Asset-Backed Securities (at maximum) # of Trades	1,000.000000	0.75000000	$750.00
9	NEWPSTRT DESCR	0.000000	3.00000000	$0.00

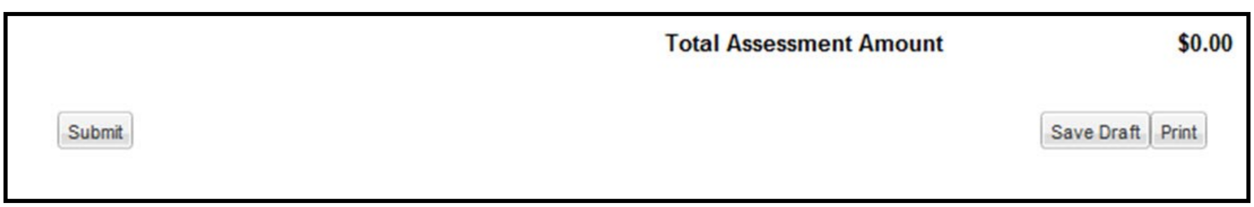
Total Assessment Amount **$12,650.60**

Invoice

Select 'Invoice' if you wish to be invoiced and pay later through E-Bill. Otherwise, you will be prompted to pay now upon submission.

Submit   Save Draft   Print

NOTE: When no fees are associated with the filing, no payment is required:



Total Assessment Amount **$0.00**

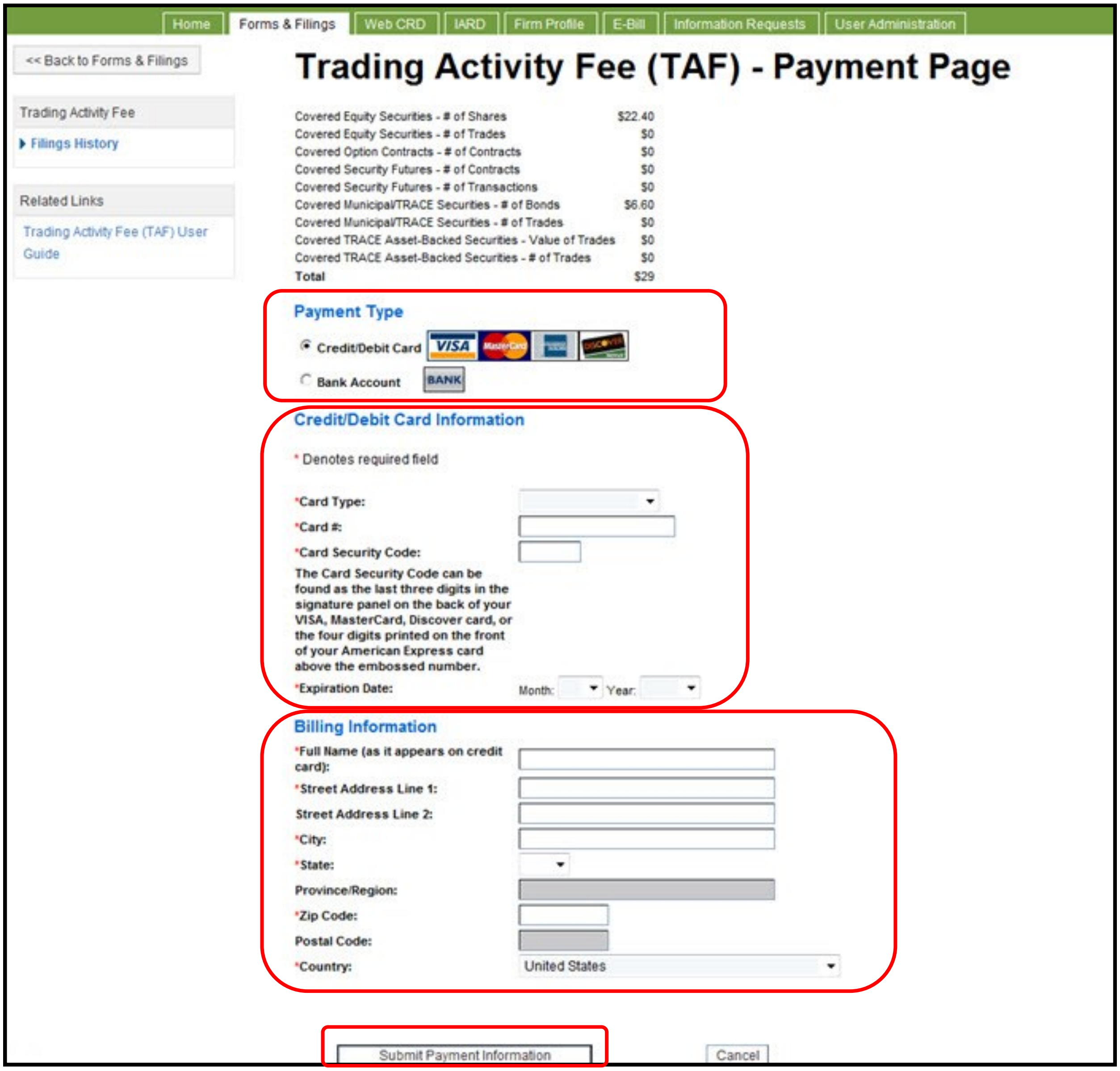
Submit   Save Draft   Print

2. Click the **Submit** button.

NOTE: Two options for payment are available at the time of submittal: Pay Now - by clicking the Submit button; or Be Invoiced. The invoice feature is set when the Invoice checkbox is clicked. When this option is chosen, the fees are paid via E-Bill. In this scenario, the Pay now option is presented.

The TAF Payment Page displays.

1. Select a **Payment Type**.
2. Enter the **Credit Card or Bank Account Information**.
3. Complete the **Billing information**.
4. Click the **Submit Payment Information** button.



A confirmation page displays and an email confirmation is sent.

NOTE: If the firm should decide to cancel the payment, the opportunity to pay the filing fee is available, but only for a limited time after the initial transaction attempt. After the payment window expires, The next attempt to pay, as well as status updates, are managed on the **Filing History** screen.

The Filing History is updated after a payment attempt has been made. Payment status for each filing is displayed here.

NOTE: If the firm elects to pay the TAF fees at the time of the filing and does not pay immediately, a Reminder email is sent two hours after the form submittal.

To pay for the filing at this point,

1. Select the filing from the **Filing History** screen.
2. Click the **Make Payment** button.

NOTE: If the payment is not made within 12 hours of the form submission, the Payment Status changes to "Invoice" and the Make Payment button becomes inactive. Thereafter, Online payments can be submitted through E-Bill, after the invoice is generated and available.

Pay a TAF Invoice by Credit Card or ACH via E-Bill

1. Click the E-Bill tab.
2. Click the **Open Invoices / Accounts** tab.
3. Click the **TAF Invoice** you want to pay and edit the **Payment Amount**, if necessary.

NOTE: The information that is displayed is dependent on your user entitlement privileges. Based on your entitlement privileges, you may see FINRA Accounts and/or Open Invoices sections of the screen. The user in this scenario has access to both.

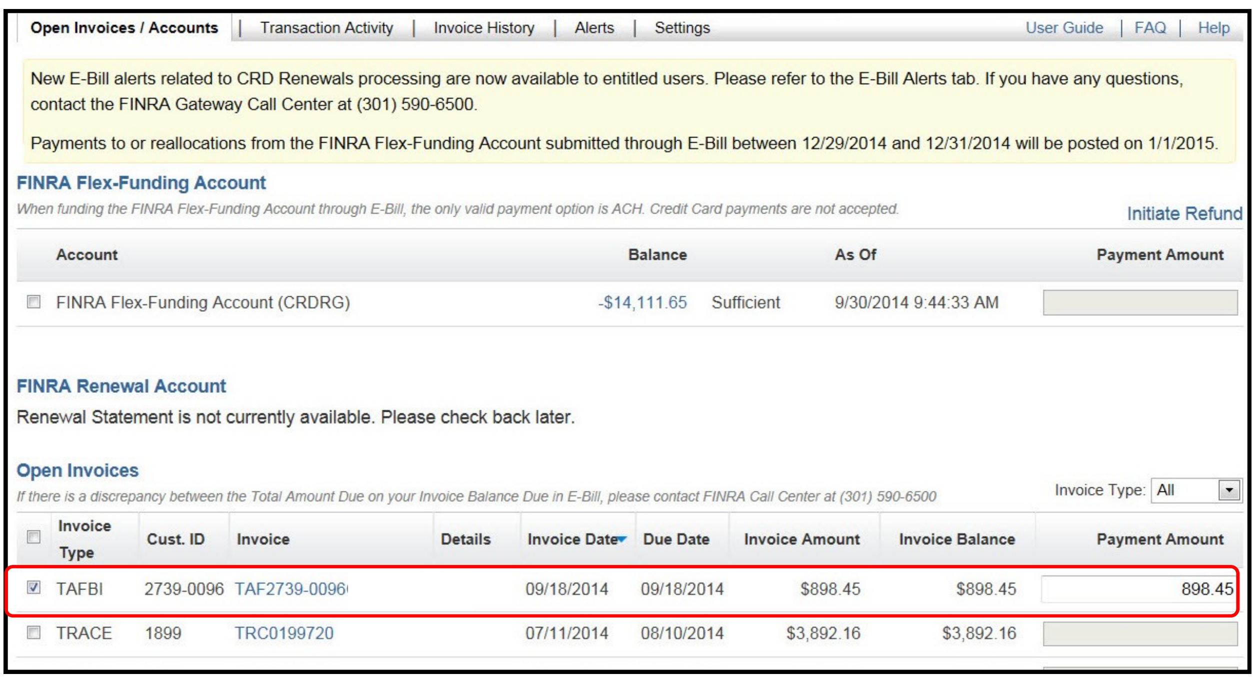
A user may choose to make an invoice payment along with funding the account but if the FINRA Flex-Funding Account is selected, ACH will be the only available payment option.

The Invoice Type filter can be used to display all open invoices or a specific type (i.e. MTRCS, GASBE, MREGN, TRACE, TAFBI, ADVRG, or CMABI).

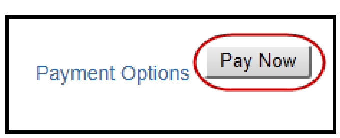
NOTE: Only the specific invoices for your firm are displayed.

Multiple invoices can be paid at the same time.

For information funding your FINRA Account, refer to the E-Bill User Guide.



3. Click the **Pay Now** button located at the bottom of the screen.

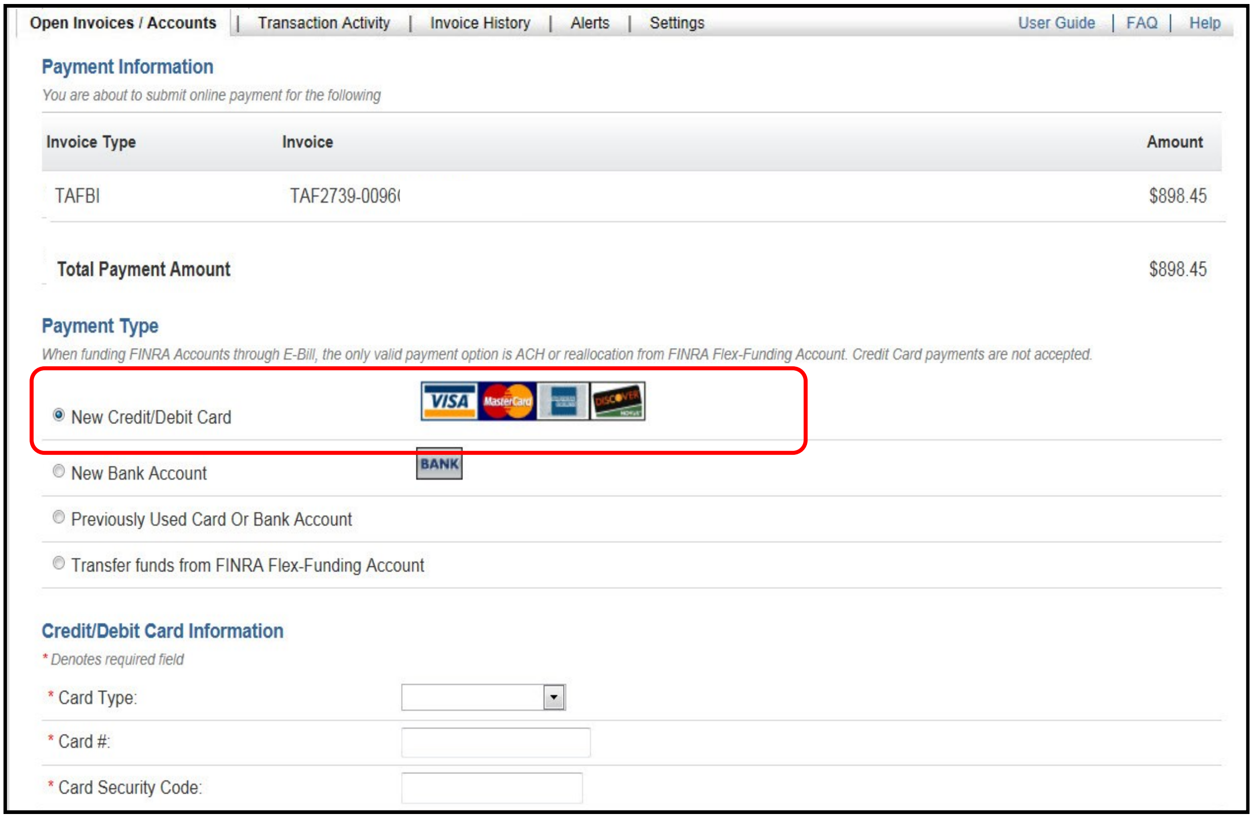


Payment Information displays at the top of the screen.

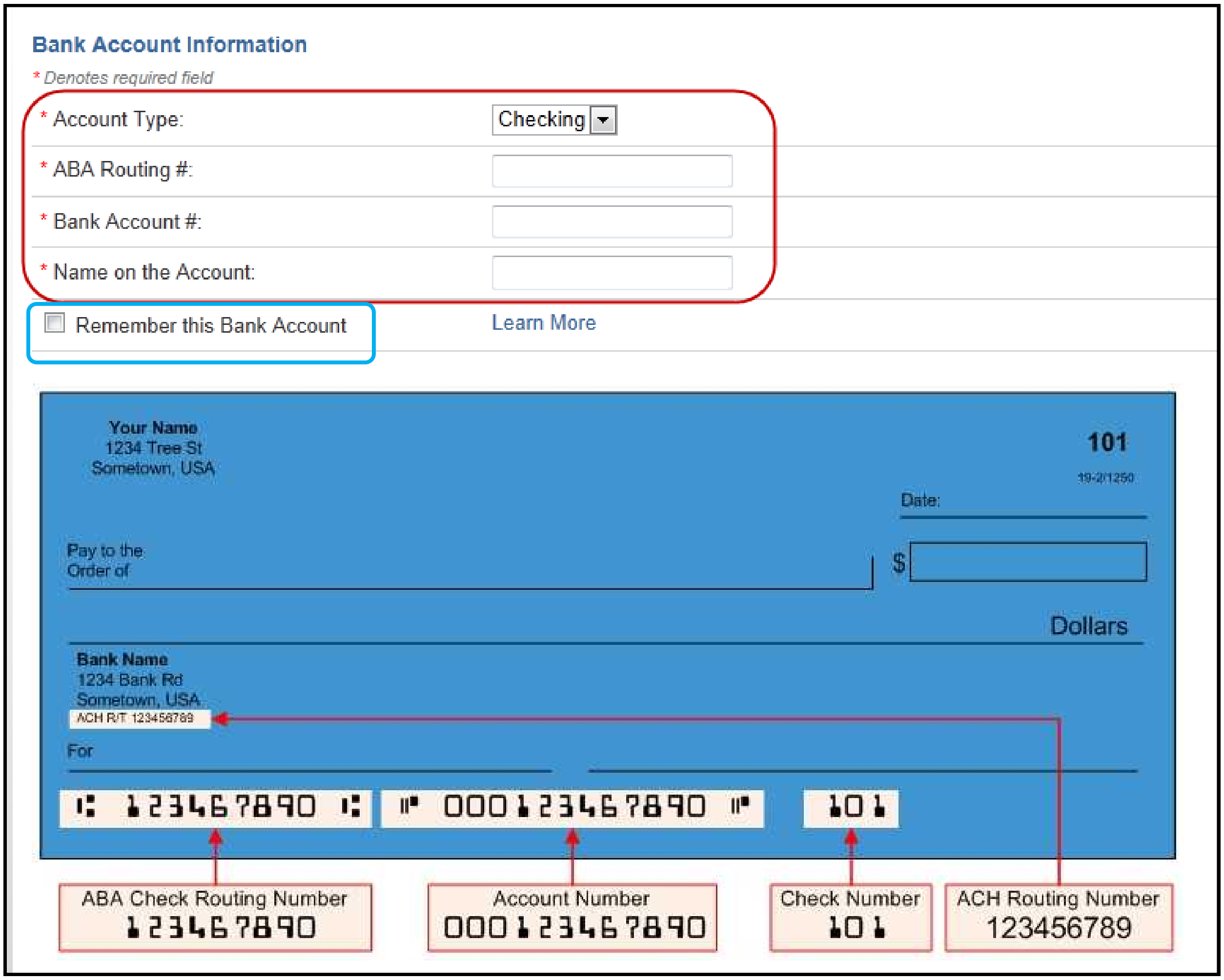
Under the **Payment Type** section, you can choose either **New Credit/Debit Card**, **New Bank Account,** or **Previously Used Card or Bank Account**.

4. If you select **New Credit/Debit Card,** enter the required **Credit/Debit Card Information** and required **Billing Information**.

NOTE: The system defaults is **Previously Used Card or Bank Account**.



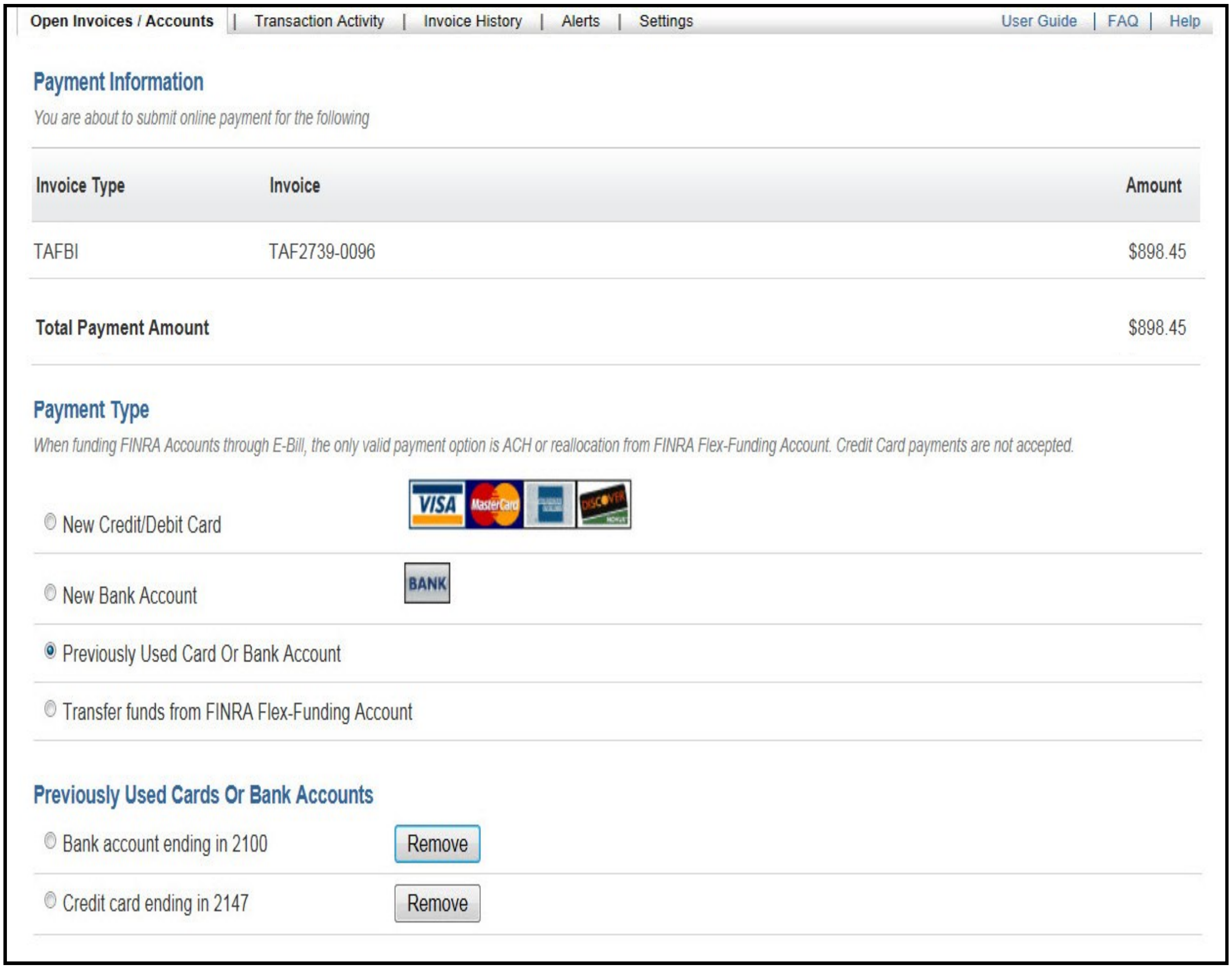
5. If you select **New Bank Account,** enter the required **Bank Account Information.**



You may choose to save the account information using the **Remember this Bank Account** checkbox. After the account information is saved, the account is displayed as an option for subsequent payments.

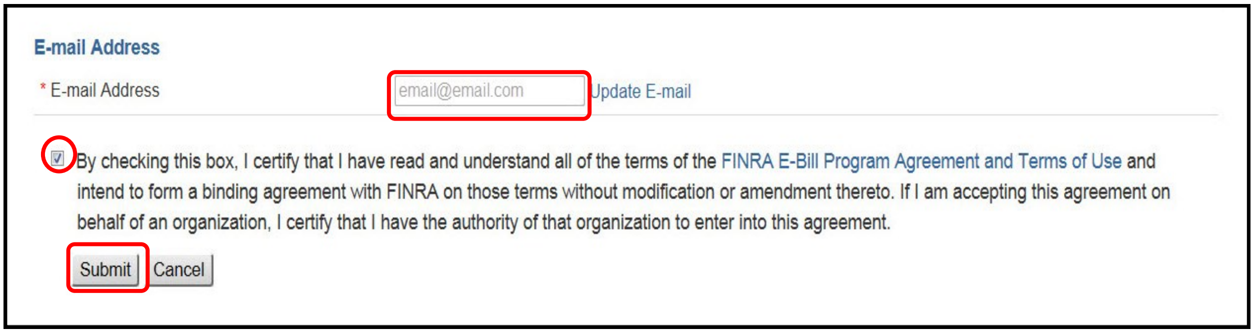
6. If you select **Previously Used Card Or Bank Account,** select the appropriate radio button next to the account that you want to use.

To delete a previously used card or bank account, click the **Remove** button next to the account.



7. Confirm your **E-mail Address**.
8. Review the Terms And Conditions and click the checkbox.
9. Click the **Submit** button.

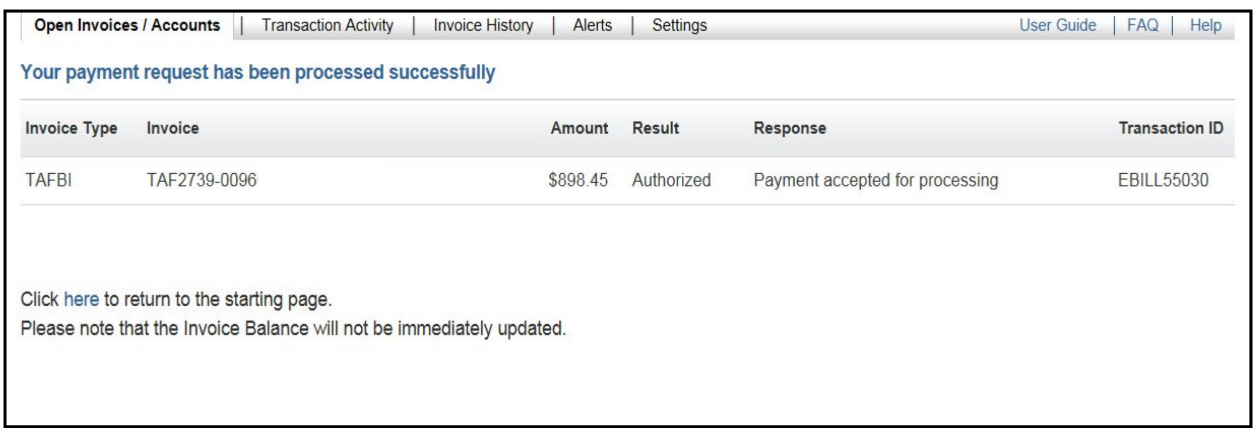
NOTE: Declining the Terms And Conditions will prevent you from making your payment.



A confirmation page displays and an e-mail notification is sent**.**

Payments made by 8:00 pm EST will be credited to the invoice by the next business day.

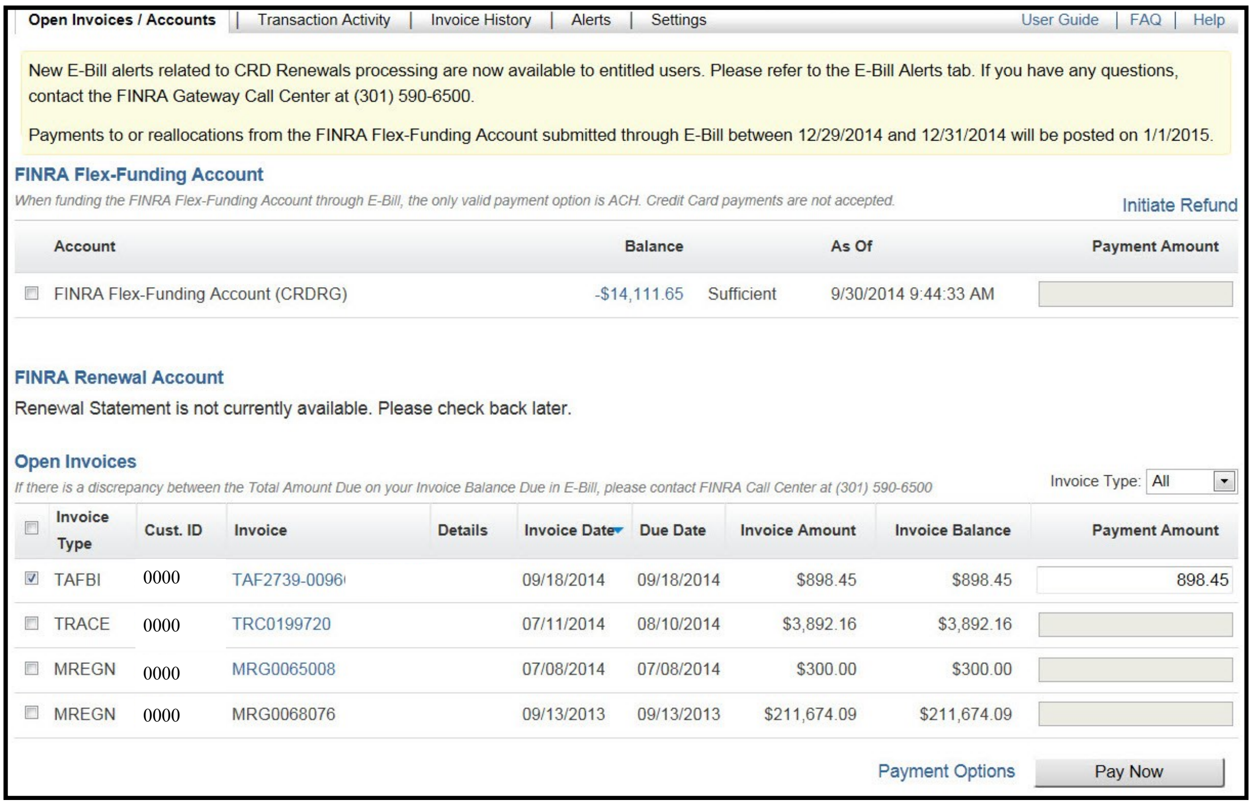
The user can review Transaction Activity for E-Bill payments at any time.



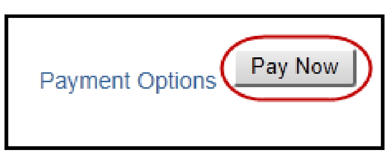
Pay a TAF Invoice by Reallocating Funds from the FINRA Flex-Funding Account

Reallocation allows you to pay an open invoice by using funds from your FINRA Flex-Funding Account. The funds are transferred from the account and reallocated to pay the selected invoice(s). Reallocation entitlement is required in order to use this feature in E-Bill. For entitlement to the reallocation privilege please contact your firm's Super Account Administrator (SAA).

1. Select the **Open Invoices / Accounts** tab.
2. Click the **TAF Invoice** you want to pay and edit the **Payment Amount**, if necessary.

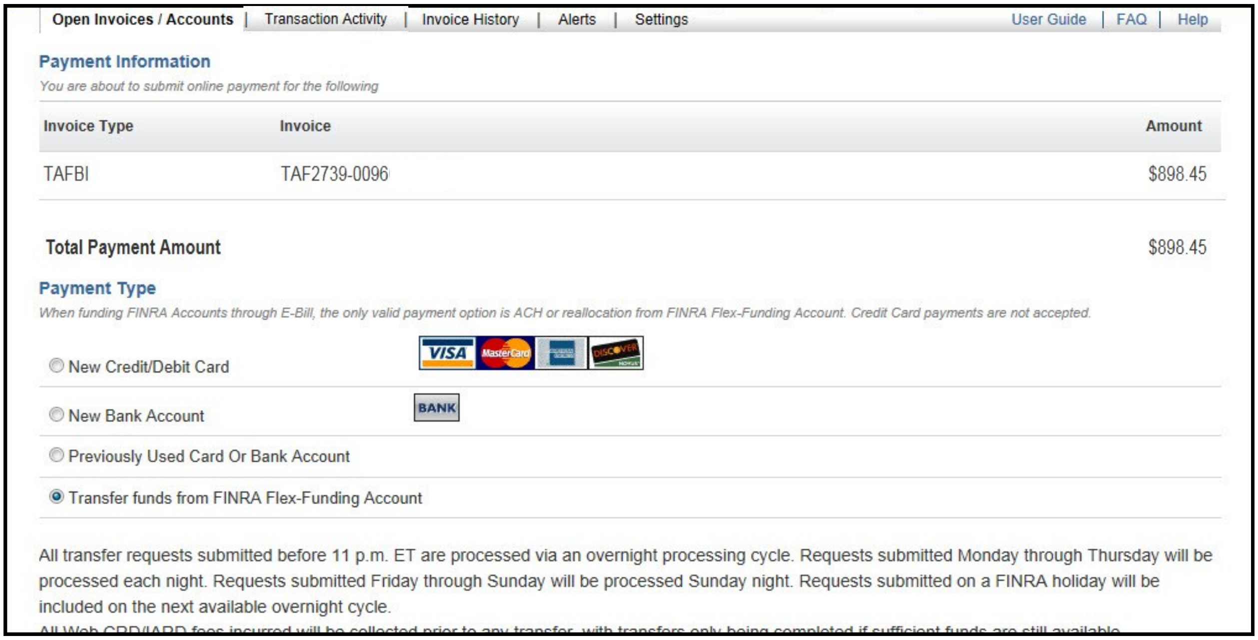


3. Click the **Pay Now** button located at the bottom of the screen.



4. Select the **Transfer from FINRA Flex-Funding Account** radio button.

NOTE: The Previously Used Card or Bank Account option is the default.



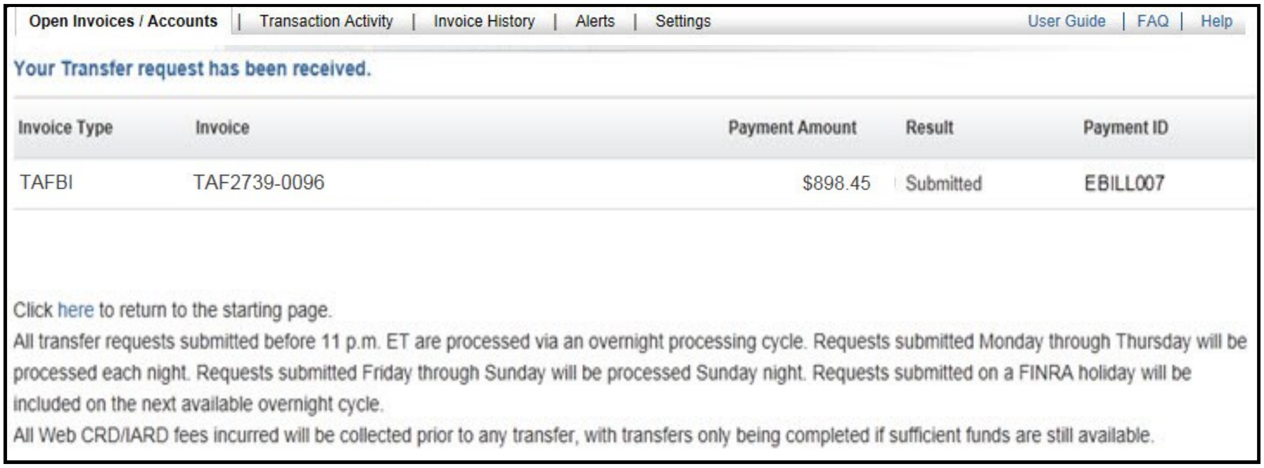
5. Confirm your **E-mail Address.**
6. Review the Terms And Conditions and select the checkbox.
7. Click the **Submit** button.

NOTE: Declining the Terms And Conditions will prevent you from making your payment.

A confirmation page will display (as shown below) and an e-mail notification will be sent**.**

Payments made by 8:00 pm EST will be credited to the invoice by the next business day.

Transaction Activity for E-Bill payments can be reviewed at any time.


Open Invoices / Accounts | Transaction Activity | Invoice History | Alerts | Settings   User Guide | FAQ | Help

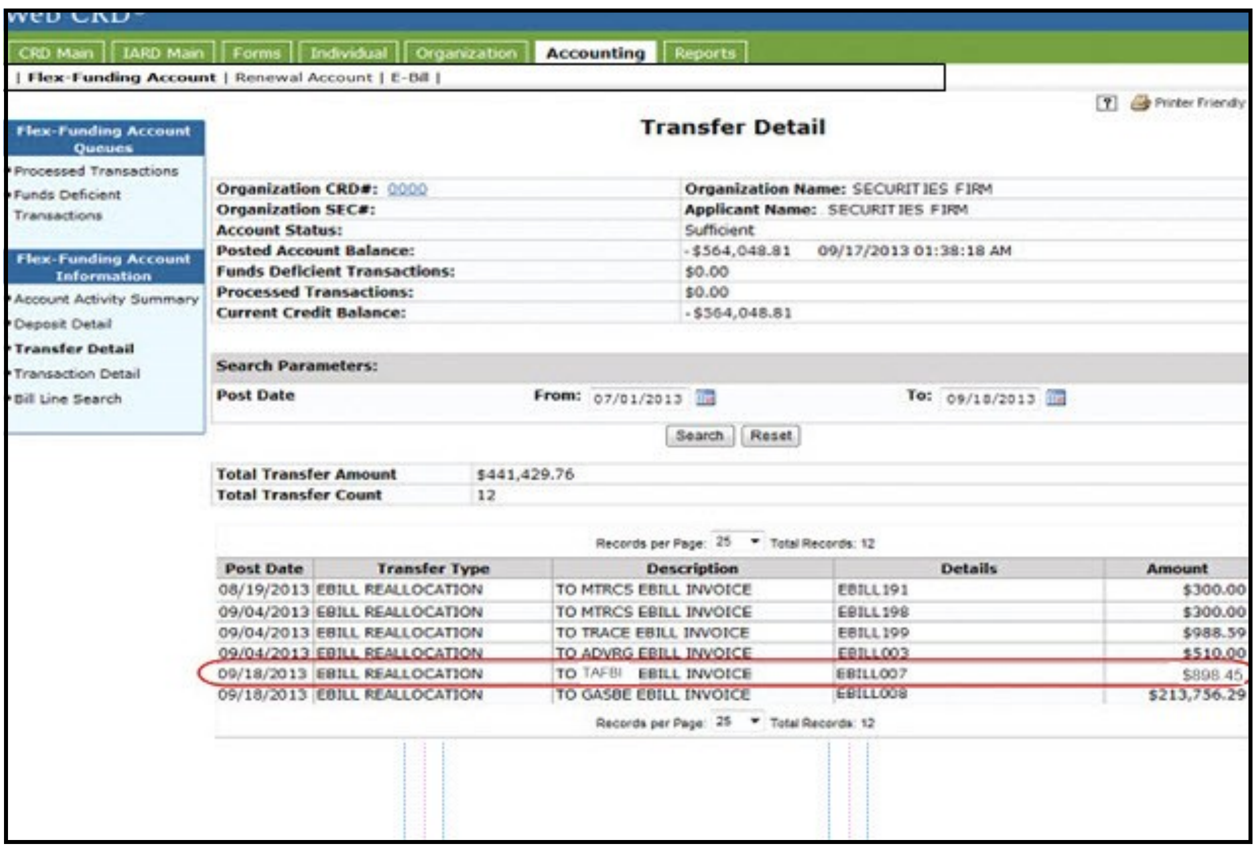
Your Transfer request has been received.

Invoice Type	Invoice	Payment Amount	Result	Payment ID
TAFBI	TAF2739-0096	$898.45	Submitted	EBILL007

Click here to return to the starting page.
All transfer requests submitted before 11 p.m. ET are processed via an overnight processing cycle. Requests submitted Monday through Thursday will be processed each night. Requests submitted Friday through Sunday will be processed Sunday night. Requests submitted on a FINRA holiday will be included on the next available overnight cycle.
All Web CRD/IARD fees incurred will be collected prior to any transfer, with transfers only being completed if sufficient funds are still available.

An email is sent:
- confirming the transfer request
- once the transfer request has been processed
- if the transfer request fails to process
- when the transfer request fails due to a technical issue (**NOTE:** No action is required on the part of the firm. The transfer request will be reattempted.)

Reallocation payments are reflected in the Web CRD Accounting Transfer Detail as a transfer type labeled EBILL REALLOCATION.


CRD Main | IARD Main | Forms | Individual | Organization | Accounting | Reports
| Flex-Funding Account | Renewal Account | E-Bill |

Printer Friendly

Flex-Funding Account Queues
- Processed Transactions
- Funds Deficient Transactions

Flex-Funding Account Information
- Account Activity Summary
- Deposit Detail
- Transfer Detail
- Transaction Detail
- Bill Line Search

Transfer Detail

Organization CRD#: 0000	**Organization Name:** SECURITIES FIRM
Organization SEC#:	**Applicant Name:** SECURITIES FIRM
Account Status:	Sufficient
Posted Account Balance:	-$564,048.81 09/17/2013 01:38:18 AM
Funds Deficient Transactions:	$0.00
Processed Transactions:	$0.00
Current Credit Balance:	-$564,048.81

Search Parameters:
Post Date **From:** 07/01/2013 **To:** 09/18/2013
Search Reset

Total Transfer Amount	$441,429.76
Total Transfer Count	12

Records per Page: 25 Total Records: 12

Post Date	Transfer Type	Description	Details	Amount
08/19/2013	EBILL REALLOCATION	TO MTRCS EBILL INVOICE	EBILL191	$300.00
09/04/2013	EBILL REALLOCATION	TO MTRCS EBILL INVOICE	EBILL198	$300.00
09/04/2013	EBILL REALLOCATION	TO TRACE EBILL INVOICE	EBILL199	$988.59
09/04/2013	EBILL REALLOCATION	TO ADVRG EBILL INVOICE	EBILL003	$510.00
09/18/2013	EBILL REALLOCATION	TO TAFBI EBILL INVOICE	EBILL007	$898.45
09/18/2013	EBILL REALLOCATION	TO GASBE EBILL INVOICE	EBILL008	$213,756.29

Records per Page: 25 Total Records: 12

Pay a TAF Statement by Wire Transfer

FINRA's banking services were switched in early 2014. All check payment addresses, except Gateway Business Application Support (GBAS), have been consolidated to enable a more efficient check payment process. Firms must include invoice numbers on all checks, and include these numbers on ACH and Wire payments.

NOTE: If you intend to pay by wire transfer, the Invoice checkbox on the TAF form should be checked.

If you are submitting payment for your TAF filing via wire, please include your Invoice Number in the wire reference field (this is also known as the RFB or OBI field). The Invoice Number is displayed on the invoice available on E-Bill or you may reference it as "TAF", followed by the Online Filing ID displayed after you submit your online filing. If you omit your Invoice Number, your payment may be applied to the firm's FINRA Flex-Funding Account.

Wiring Instructions:

Provide your firm's bank the following information:

FINRA and Subsidiaries

Bank Name: **Bank of America**
Transfer Funds to: **FINRA**
Wire ABA Number: **026009593**
ACH ABA Number: **054001204**
Beneficiary: **FINRA**
FINRA Account Number: **226005684771**
Reference Number: **Invoice Number**

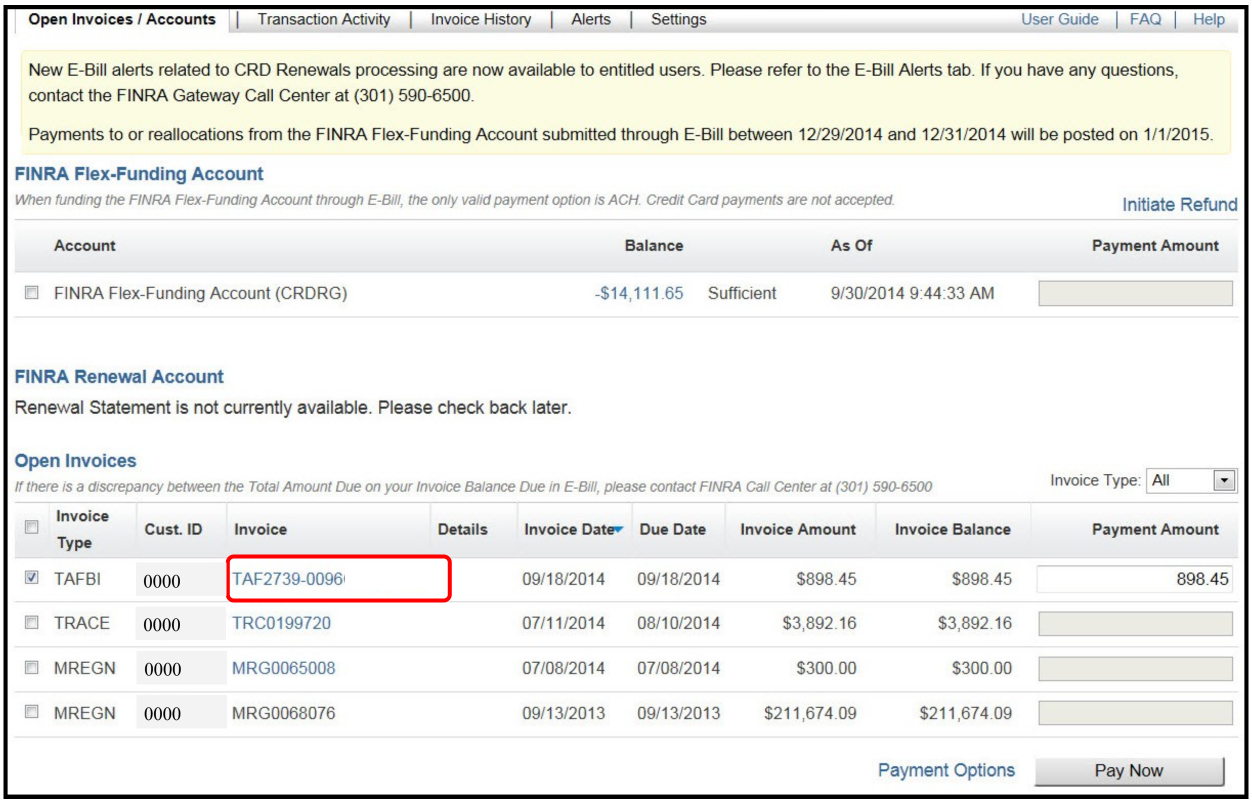
Please contact the FINRA Call Center at (301) 590-6500 if you have questions.

View Invoice Details

You can view and/or download details for open invoices in the Invoice column located on the Open Invoices / Accounts page. The details are available in a downloadable .gz file format.

View Invoices

1. Click the **Invoice** link for the desired invoice.



A separate window opens which displays the invoice document.

2. Click **Print** on the PDF document toolbar or **Save** to store the file to your computer.
3. Click the "X" to close the document window.

TRADING ACTIVITY FEE INVOICE

Please remit by Check To:
FINRA
P.O. BOX 418911
BOSTON MA 02241-8911

Please remit by Wire To:
Bank name: BANK OF AMERICA
Address: NEW YORK , NY
ABA#: [redacted]
Credit To: FINRA
Account: [redacted]
Please Reference the Invoice Number

Page: 1
Invoice No: TAF1268012
Invoice Date: 10/13/2014
Customer No: [redacted]
Payment Terms: IMMEDIATE
Due Date: 10/13/2014
Reporting Period: JULY 2014

Bill To:
[redacted]

AMOUNT DUE: $ 1,530.92 USD

Amount Remitted

Invoices can be viewed on-line through the E-Bill system. Member firms can view this invoice via Firm Gateway and vendors can view this invoice via (https://ebill.finra.org/ebill-web).

For billing questions or overnight/courier address, please call 240-555-5555

Bill To: [redacted] **-- C/N:** [redacted] **-- INV: TAF1268012 --**

Please Remit to: -- FINRA -- P.O. BOX 418911 -- BOSTON MA 02241-8911

Filing ID: [redacted] **Filed by** [redacted]

Description	Quantity	Unit Amt	Net Amount
Covered Equity Securities - # of Shares	1,111.00	$0.00011900	$0.13
Covered Equity Securities - # of Trades	222.00	$5.95000000	$1,320.90
Covered Option Contracts - # of Contracts	45,667.00	$0.00200000	$91.33
Covered Security Futures - # of Contracts	787,656.00	$0.00008000	$63.01
Covered Security Futures - # of Transactions	5,555.00	$0.01000000	$55.55
Covered Municipal/TRACE Securities - # of Bonds	0.00	$0.00075000	$0.00
Covered Municipal/TRACE Securities - # of Trades	0.00	$0.75000000	$0.00
Covered TRACE Asset-Backed Securities - Value of Trades	0.00	$0.00000075	$0.00
Covered TRACE Asset-Backed Securities - # of Trades	0.00	$0.75000000	$0.00

TOTAL AMOUNT DUE : $ 1,530.92

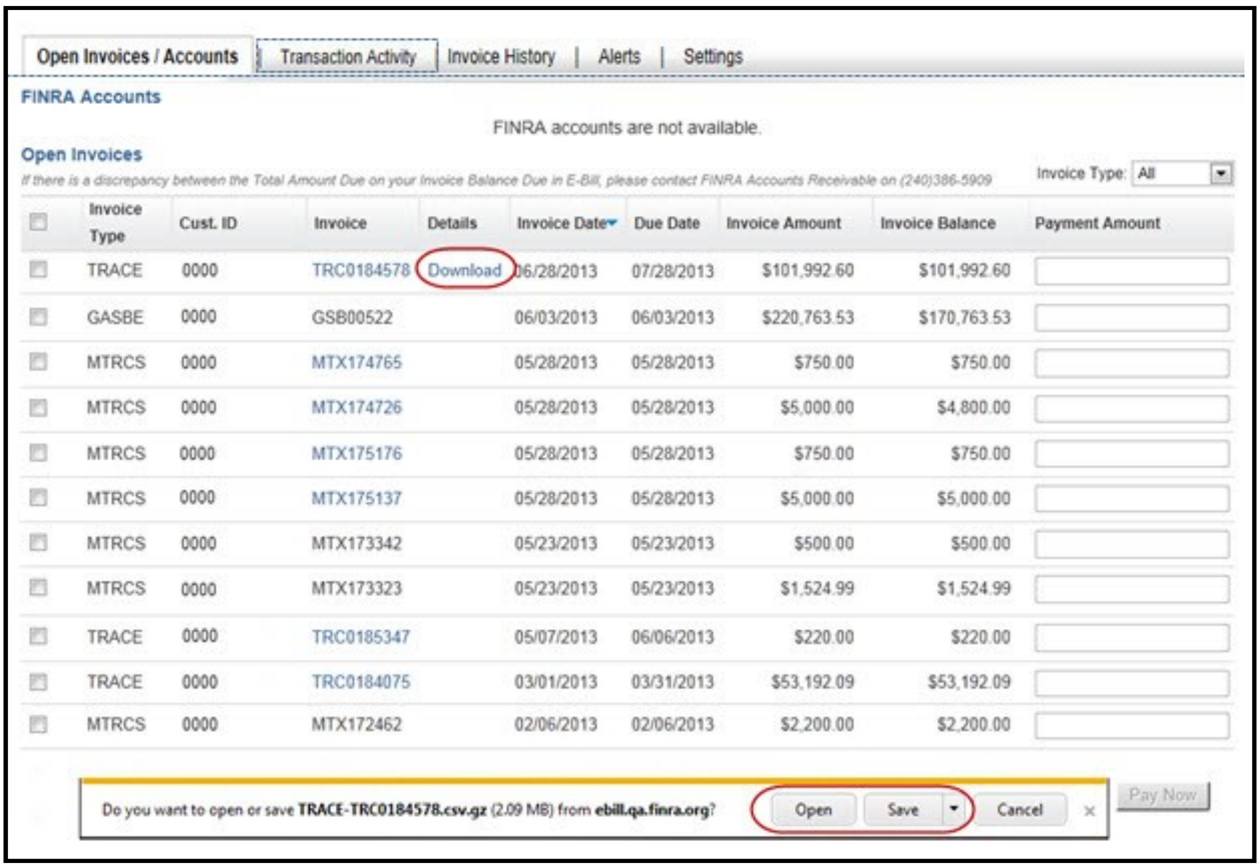
Download Invoices

1. Click the **Download** hyperlink for the selected invoice.

A dialog box displays at the bottom of the screen, with options to Open or Save the file.

NOTE: The presentation of the download process may vary between browsers. The screens below are from Internet Explorer.

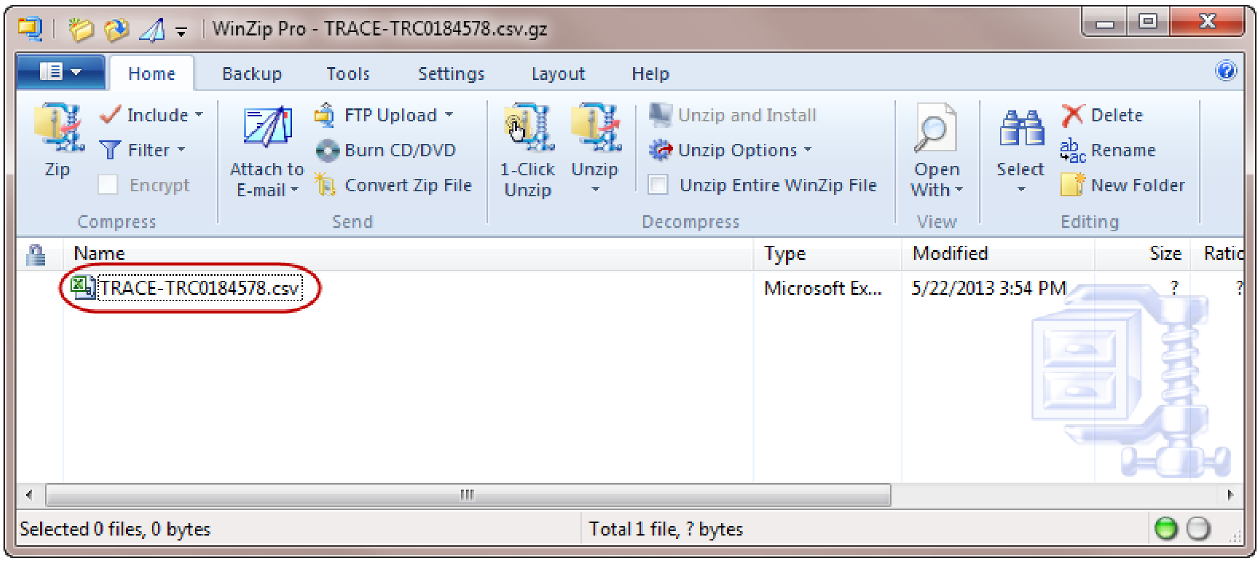
2. Select **Open** to view the .gz file containing the invoice details, or select **Save** to store the file on your computer.



If you selected to open the file, a file containing the invoice details will display.

NOTE: The software used to open the file may vary. The software used in this example is WinZip Pro.

3. Double-click the file name to open the document.



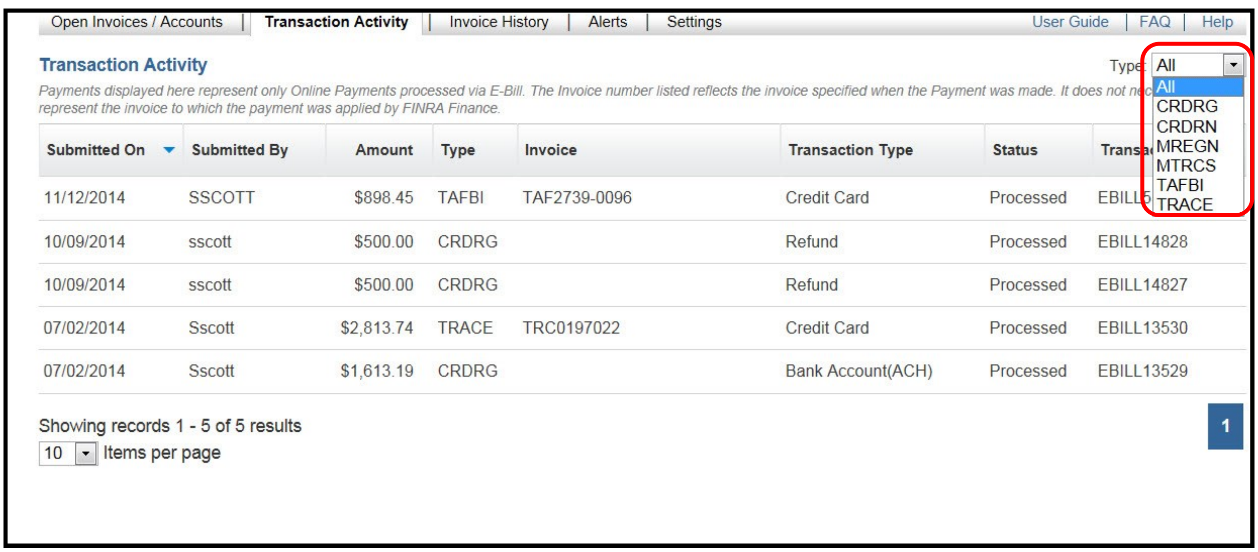
View Transaction Activity

Users can review Transaction Activity for E-Bill payments at any time.

1. Select the **Transaction Activity** tab**.**

NOTE: The Transaction Activity tab will only display payments made via E-Bill. Any payments made via wires, checks, funds transfers, etc, will not show up under this tab.

2. To filter the types of payments that you want to view, use the **Type** drop down menu.

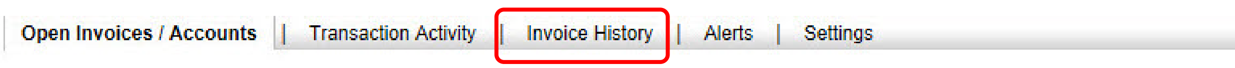


View Invoice History

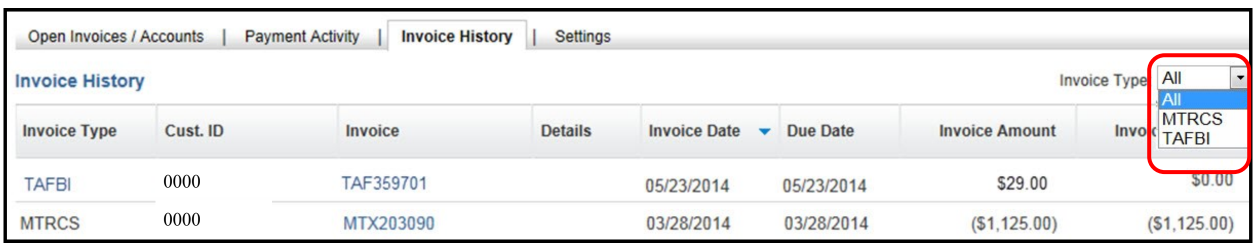
Users can review the Invoice History for E-Bill payments at any time.

1. Select the **Invoice History** tab.

   Invoices paid via E-Bill will display



2. To filter the types of invoices that you want to view, use the **Invoice Type** drop down menu



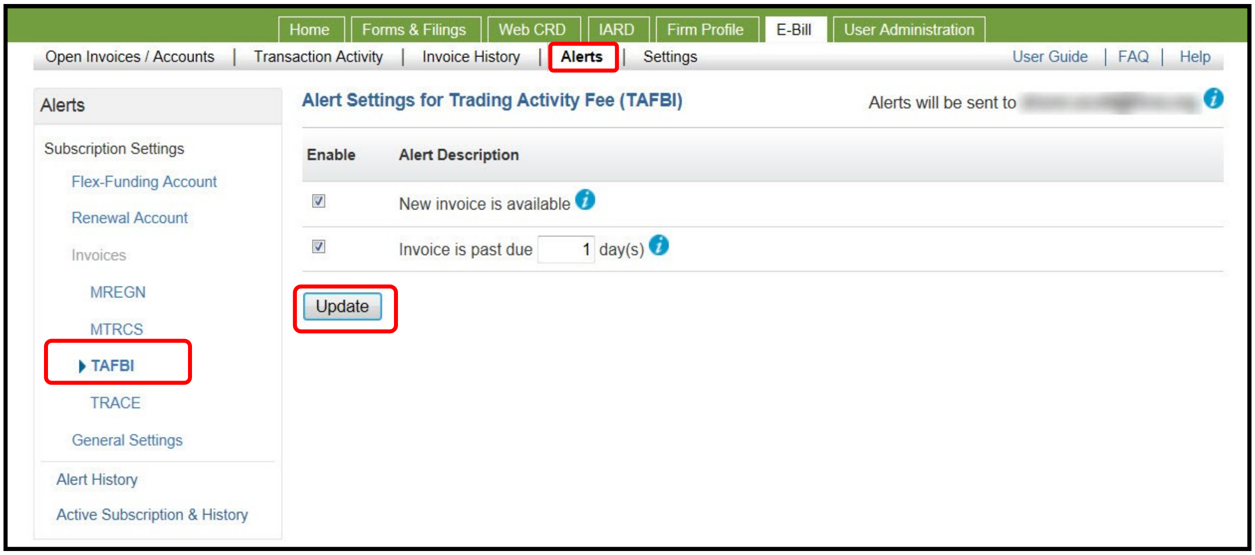
Alerts

An Alert can be set to receive notification of new invoices, and/or when the invoice is past due.

1. Select the TAFBI Invoice link in the Navigation Panel.

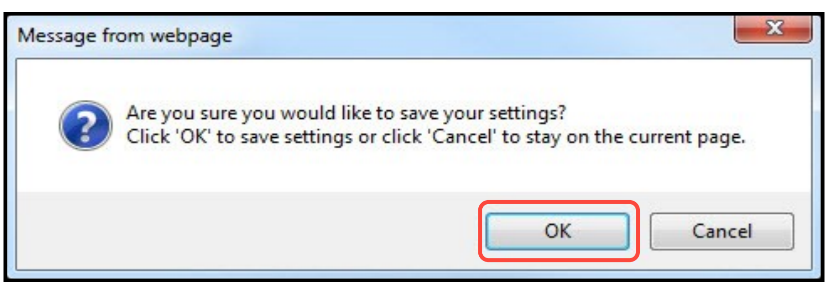
NOTE: Only those Alerts to which the user is entitled are displayed. Your alerts may vary based upon entitlement.

The Alert Settings for TAFBI Invoice displays.



2. Select the checkbox(es) to enable the Alert(s) for the invoice.
3. Click the **Update** button.

A confirmation message displays.



4. Click the **OK** button.

A confirmation page displays. An e-mail notification is sent when the criteria are met.

Settings

In this section, the values are set to receive paper invoices.

NOTE: FINRA does not automatically mail out paper invoices to firms.
To receive invoices, the firm must opt-in by selecting the desired **Invoice Type(s) located** under the **Settings** tab.

1. Select the **Settings** tab.

2. Click the checkbox(es) for the **Invoice Type(s).**
3. Click **Save**.