

CAPTRUST Services: Summary

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CAPTRUST Services: Centralized Options

Service	Contract	Additional Paperwork Required	Additional CAPConnect Items (Centralized Only)	Termination Additional CAPConnect Items (Centralized Only)	Contact
Bill Pay	CAPTRUST FOSA	Centralized Only: Client Intake Form Attach signed client form to 'Bill Pay' Service >Timeline	New Client: Service Ticket assigned to Bill Pay Queue Update: Enter Service Ticket > New > Bill Pay Update	<ul style="list-style-type: none"> Enter termination date on 'Bill Pay' Service in CAPTRUST Services. "Bill Pay Termination" Service Ticket assigned to Bill Pay Queue 	Centralized: Megan Loftin
Tax Compliance	Annual Engagement Letter	Centralized Only: National Tax Engagement Letter	New Client: "New Tax Compliance Service has been accepted" Task assigned to Jennifer Wertheim/ Tax team	<ul style="list-style-type: none"> Enter termination date on 'Tax Compliance' Service in CAPTRUST Services. "Terminated Tax Compliance" Task assigned to Jennifer Wertheim/Tax Team 	Centralized: Jennifer Wertheim
Tax Consulting	CAPTRUST FOSA	Centralized Only: National Tax Engagement Letter	New Client: "New Tax Consulting Service has been accepted" Task assigned to Jennifer Wertheim/ Tax team	<ul style="list-style-type: none"> Enter termination date on 'Tax Consulting' Service in CAPTRUST Services. "Terminated Tax Consulting" Task assigned to Jennifer Wertheim/Tax Team 	Centralized: Jennifer Wertheim
Wealth Planning	<u>IAA</u> Investment Management + Wealth Planning <u>CAPTRUST FOSA</u> Wealth Planning ONLY OR Wealth Planning + other Family Office Services	Wealth Planning Survey	New Client: New "Centralized Wealth Planning" Wealth Solutions Request (WSR) assigned to Centralized Wealth Planning (CWP) Queue	<ul style="list-style-type: none"> Enter termination date on 'Wealth Planning' Service in CAPTRUST Services. "Centralized Wealth Planning Termination" WSR assigned to CWP Queue 	Centralized: Mandy Ritter Phil D'Unger Nick DeCenso

CAPTRUST Services and Third-Party Services

CAPTRUST Services

Service	Contract	Contact
Bookkeeping	CAPTRUST FOSA	Nick DeCenso
Estate Planning	CAPTRUST FOSA	Mike Molewski Wealth Solutions
Life Insurance	CAPTRUST FOSA	Mike Molewski Wealth Solutions

Third-Party Services

Service	Vendor	Contract	Additional Paperwork Required	Contact
Corporate Trustee	Trust Company list available on Wealth Solutions Allego channel	<ul style="list-style-type: none">• Contract with Trust Company directly• Not included on FOSA	Trust Company will provide any required paperwork	Nick DeCenso
Cyberconciierge	BlackCloak	<ul style="list-style-type: none">• Contract with BlackCloak directly• Not included on FOSA	BlackCloak will provide any required paperwork	Nick DeCenso
Family Governance	Legacy Capitals	<ul style="list-style-type: none">• Contract with Legacy Capitals directly• Not included on FOSA	Legacy Capitals will provide any required paperwork	Nick DeCenso