Agenda

- Introduction to FINRA Automated TAF Online Filing

- TAF Online Filing
  - New Entitlement to Access
  - How to Access and File the TAF Online Form
    - Filing Reminders
    - TAF Filing History
    - TAF Form
  - Payment Options

- TAF Online Filing Rollout
Starting February 1\textsuperscript{st} 2015, FINRA will implement a new Trading Activity Fee (TAF) automated filing process that will allow firms to report their TAF volumes to FINRA electronically.

Clearing firms will have access to the electronic form via the FINRA Firm Gateway.

The firm can enter the volume information and the form will calculate appropriate fees based upon volume data.

Firms will be able to pay the fees via Credit Card or ACH at the time of filing or will be able to pay through E-Bill after invoicing.

Firms will have the option to update the TAF billing contact & address information.

For January 2015 and later:
- FINRA will not accept paper filings for reporting months January 2015 and later. All filings should be submitted using the online form.
- Amendments to these online filings will use paper forms until a new online amendment form is released later in 2015.

For December 2014 and earlier:
- Firms will still submit manual paper forms for filings periods December 2014 and earlier as well as amendments to those filings.
Entitlement to New TAF Form

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

<table>
<thead>
<tr>
<th>Application Entitlements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Management:</strong></td>
</tr>
<tr>
<td>Edit Account Data:</td>
</tr>
<tr>
<td>Manage Accounts:</td>
</tr>
<tr>
<td>Change Password:</td>
</tr>
<tr>
<td><strong>E-Bill:</strong></td>
</tr>
<tr>
<td>Primary Account Admin:</td>
</tr>
<tr>
<td>Invoices:</td>
</tr>
<tr>
<td>FINRA Flex-Funding Account:</td>
</tr>
<tr>
<td>Reallocation:</td>
</tr>
<tr>
<td>Renewal Account:</td>
</tr>
<tr>
<td><strong>Trading Activity Fee:</strong></td>
</tr>
<tr>
<td>Submit:</td>
</tr>
</tbody>
</table>
Entitlement to New TAF Form

- If you do not know the SAA for your firm, you can access this information in the My Account; Applications & Administrators section of Firm Gateway.

- If you do not have access to Firm Gateway, contact FINRA at (301) 590-6500 to find out who at your firm is designated as the SAA.
TAF Form Reminder

- When a TAF Form is published, a reminder will be displayed on the Firm Gateway home page, under the Filing Reminders section indicating that the form is available.
TAF Form Reminder

- TAF forms are due within 10 business days from the start of the month. Overdue reminders will be displayed for forms not submitted in this period.
Accessing the Online TAF Form

- The TAF form will be available to entitled users through the Firm Gateway ‘Forms & Filings’ tab.

By clicking on ‘Trading Activity Fee’ and then ‘Open Filing’, the entitled user will be taken to the Filings History where TAF filings belonging to their firm can be managed.
From the Filings History, the entitled user will have the ability to:

- Complete and submit a TAF filing (by clicking on the Filing ID of a form in ‘Draft’ Filing Status),
- Edit a TAF filing that has been saved but not yet been submitted and
- View TAF Filings previously submitted through this process.

Filing History for the Trading Activity Fee (TAF) Self-Reporting Form

This page displays a list of your past forms that were submitted online, as well as new forms that are available to be completed and submitted. A new form will be in “Draft” status and will change to “submitted” once you have submitted it to FINRA.

If you do not see a form for the period that you are trying to report or need to add new clearing firms, please contact the FINRA Gateway Call Center at (301) 590-6500. For additional information about the Form Filing Cabinet in the context of the TAF form, please refer to the Trading Activity Fee (TAF) User Guide.
Who Can Access the Online TAF Form?

- Any entitled user from the firm can:
  - View the form either before or after it is submitted.
  - Edit the form before it is submitted.
  - Provide the payment upon submission.
Trading Activity Fee (TAF) Self-Reporting Form

Broker/Dealer Number: [redacted]  
Firm Name: [redacted]  
Clearing Firm #: [redacted]  
Clearing Firm Name: [redacted]

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: [redacted]  
- Contact Telephone: [redacted]  
- Contact Email Address: [redacted]

Mailing Address
- Address Line 1: [redacted]  
- Address Line 2: [redacted]  
- Address Line 3: [redacted]  
- City: [redacted]  
- State/Province: [redacted]  
- Zip/Postal Code: [redacted]  
- Country: United States

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

Reporting Period: 11/2012

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Aggregate Volume</th>
<th>Rate ($)</th>
<th>Assessment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Covered Equity Securities (under maximum) # of Shares</td>
<td>0.00011600</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2 Covered Equity Securities (at maximum) # of Trades</td>
<td>5.95000000</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3 Covered Option Contracts (# of Contracts)</td>
<td>0.00200000</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4 Covered Security Futures (above minimum) # of Contracts Traded on a Round Turn Basis</td>
<td>0.00080000</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5 Covered Security Futures (at minimum) # of Transactions</td>
<td>0.01000000</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6 Covered Municipal and TRACE Securities (except ABSs) (under maximum) # of Bonds</td>
<td>0.00075000</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7 Covered Municipal and TRACE Securities (except ABSs) (at maximum) # of Trades</td>
<td>0.75000000</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>8 Covered TRACE Asset-Backed Securities (under maximum) Value of Trades</td>
<td>0.00000075</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9 Covered TRACE Asset-Backed Securities (at maximum) # of Trades</td>
<td>0.75000000</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Assessment Amount: $0.00

Submit  Save Draft  Print
The Broker/Dealer Number, Clearing Firm # and associated names will already be populated when a draft form is opened. This information cannot be changed.
The Contact Information and Mailing Address will be populated with the most current information that is on file. If this information has changed, it can be updated by selecting the Edit radio button.

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 *
- Contact Telephone *
- Contact Email Address *

**Mailing Address**
- Address Line 1 *
- Address Line 2
- Address Line 3
- City *
- State/Province *
- Zip/Postal Code
- Country *

* The Contact section should provide information about the person at the firm who will be able to answer financial questions about the filing.
The Reporting Period will be populated with the appropriate Month and Year. This information cannot be changed.

In this section of the form, the Clearing Firm will enter the Aggregate Volumes for each of the Transaction Types. The Assessment Amount will be calculated as each Volume is entered. The Total Assessment Amount is displayed at the bottom of the section.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Aggregate Volume</th>
<th>Rate ($)</th>
<th>Assessment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Covered Equity Securities (under maximum) # of Shares</td>
<td>188,235,000,000</td>
<td>0.00011900</td>
<td>$22.40</td>
</tr>
<tr>
<td>2 Covered Equity Securities (at maximum) # of Trades</td>
<td>0.000000</td>
<td>5.95000000</td>
<td>$0.00</td>
</tr>
<tr>
<td>3 Covered Option Contracts (# of Contracts)</td>
<td>0.000000</td>
<td>0.00200000</td>
<td>$0.00</td>
</tr>
<tr>
<td>4 Covered Security Futures (above minimum) (# of Contracts Traded on a Round Turn Basis)</td>
<td>0.000000</td>
<td>0.00008000</td>
<td>$0.00</td>
</tr>
<tr>
<td>5 Covered Security Futures (at minimum) (# of Transactions)</td>
<td>0.000000</td>
<td>0.01000000</td>
<td>$0.00</td>
</tr>
<tr>
<td>6 Covered Municipal and TRACE Securities (except ABSs) (# of Bonds)</td>
<td>8,800,000,000</td>
<td>0.00007500</td>
<td>$6.60</td>
</tr>
<tr>
<td>7 Covered Municipal and TRACE Securities (except ABSs) (at maximum) # of Trades</td>
<td>0.000000</td>
<td>0.75000000</td>
<td>$0.00</td>
</tr>
<tr>
<td>8 Covered TRACE Asset-Backed Securities (under maximum) Value of Trades</td>
<td>0.000000</td>
<td>0.00000075</td>
<td>$0.00</td>
</tr>
<tr>
<td>9 Covered TRACE Asset-Backed Securities (at maximum) # of Trades</td>
<td>0.000000</td>
<td>0.75000000</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Assessment Amount $29.00
The user has the option to save a draft and return to it later, print, or submit the form.

Select ‘Invoice’ if you wish to be invoiced and pay later through E-Bill. Otherwise, you will be prompted to pay now upon submission.
There are 2 options to pay for the fees associated with a TAF Filing:

- Click on Submit to pay at the time of form filing via credit card or ACH (electronic check).
- Check Invoice box and click on Submit to pay the TAF invoice using FINRA’s Electronic Billing System (E-Bill).

If there are no fees associated with the filing, the firm will Submit the TAF form and no payment options will be displayed.
Submitting Payment with Filing

- If the Clearing Firm elects to pay the fees at the time of filing, the user will be required to accept online payment terms and conditions, and then the TAF Payment Page will be displayed.

TAF Fee Information will be summarized at the top of the payment page

User will be able to enter Credit Card or Bank Account information

User will submit payment information. Once successful, the user will get a confirmation page and e-mail indicating that payment was processed.
Submitting Payment with Filing

- If a user elects to pay at the time of filing but does not pay at that time
  - A reminder email will be sent 2 hours after the form is submitted.
  - To pay at this point, the user should return to the Filing History, select the form for which the payment is to be submitted and select the ‘Make Payment’ button.

If the payment is not made within 12 hours of the form submission, the Payment Status will change to ‘Invoice’ and the ‘Make Payment’ button will no longer be available. The user can then view and pay the invoice through E-Bill.
Payment of TAF Invoice through E-Bill

- If the Clearing Firm elects to be invoiced for the associated fees, the filing will be submitted to FINRA and the TAF filing itself will be complete.

- After FINRA Finance has generated the TAF Invoice, the invoice will be available to be viewed and paid on E-Bill, FINRA’s Electronic Billing System, which is also available through Firm Gateway.

- There is a separate FINRA entitlement that is required for users to view and pay invoices through E-Bill. As with the TAF Entitlement, each firm’s Super Account Administrator (SAA) has the ability to assign user access rights to E-Bill.
Payment of TAF Invoice through E-Bill

Entitled users will be able to see new TAF invoices on the Open Invoices/Accounts tab of E-Bill along with other open FINRA invoices for the firm.

If the User selects the TAF Invoice and selects ‘Pay Now’, the E-Bill Payment Screen will be displayed.
Payment of TAF Invoice through E-Bill

E-Bill Payment Screen

TAF Invoice Information is displayed at top of screen. The invoice can be viewed and printed by clicking on the Invoice ID.

Options to pay are:
- new or saved credit card,
- new or saved ACH, or
- transfer from FINRA Flex-Funding – note this privilege requires the E-Bill Reallocation entitlement

User must accept the FINRA E-Bill Program Agreement and Terms of Use before submitting the payment.
Updated TAF Invoice on E-Bill

- Regardless of whether TAF fees are paid at the time of filing or paid via E-Bill, once the payment has been processed, the invoice information will appear in the Invoice History tab of E-Bill.

![Firm Gateway](image-url)
TAF Online Filing Rollout

- **January 20th and 22nd** – FINRA will give presentations walking firm users through the new TAF online filing process.
  - Send an email to TAF@finra.org letting us know if you would like to attend one of these sessions.

- **January 26th** – the new TAF entitlement will be available to SAAs to grant to firm users.
  - Contact your SAA to be granted the TAF entitlement.
  - Note the E-Bill entitlement to view and pay invoices already exists.

- **February 1st** – the new TAF form will be accessible on the Firm Gateway to entitled users to report January 2015 TAF volumes.

- **Resources:**
  - Contact the FINRA Gateway Call Center at (301) 590-6500.