About Form U5

The Form U5 is the Uniform Termination Notice for Securities Industry Registration. Broker-dealers, investment advisers, and issuers of securities are required to use the Form U5 to terminate the registration of an individual in the appropriate self-regulatory organizations (SROs) and/or jurisdictions.

Protecting Personal Information

Provide personal information about individuals in response to specific questions that solicit that information. When responding to more general questions that accept narrative responses, use terms that do not disclose personal information (including account numbers). Please review guidance posted on the FINRA website about how to protect this information.

IMPORTANT NOTE:

All classic CRD features should now be accessed through FINRA Gateway, the new FINRA reporting and compliance platform. This new system is designed to focus on compliance functions, such as research, reporting and responding to requests, rather than focusing on the specific system you would access to fulfill your requirements.

If you have any questions or feedback regarding the transition to FINRA Gateway, please contact FeedbackFINRAGateway@finra.org.

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Need help with CRD? Call the FINRA Gateway Call Center at 301-869-6699
8 A.M. - 8 P.M., ET, Monday-Friday.
Logging in Through FINRA Gateway

Beginning in Summer 2020, the new FINRA Gateway will become the primary method for accessing FINRA systems. To access FINRA Gateway:

1. Go to https://gateway.finra.org, and
2. Enter your existing CRD user ID and password.

Once you have successfully logged into FINRA Gateway, you can navigate to classic CRD using the Quick Links menu on the lower-left. Select Classic CRD from the list of links and then follow along with the rest of this guide.
### Form U5 Filing Types

<table>
<thead>
<tr>
<th>U5 Filing Type</th>
<th>When to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>A Full Form U5 is used when terminating an individual from the firm. All registrations with SROs and Jurisdictions will be terminated. A Full U5 must be filed no later than thirty (30) days after the individual has left the firm’s employment. Disclosure answers, date of termination and reason for termination are required fields. Residential addresses can be updated. Branch office address information cannot be updated.</td>
</tr>
<tr>
<td>Partial</td>
<td>A Partial Form U5 is used to terminate individuals from selected SROs and jurisdictions. The reason for termination and disclosure questions are not included on partial Form U5 filings. Branch office address information cannot be updated.</td>
</tr>
<tr>
<td>Amendment</td>
<td>An Amendment Form U5 is used to update or amend disclosure, date of termination, reason for termination, and residential information on an individual already terminated from a firm. (Terminated individuals are required to report changes to their current residential address for two years following their termination date.)</td>
</tr>
</tbody>
</table>

Select the appropriate filing type from the CRD Site Map:
Form U5 Section: 3. Full Termination

For a full termination, complete the Reason for Termination and Termination Explanation. If the reason is Permitted to Resign, Discharged or Other, an additional explanation is required.

Additional Tips:

1. If providing a Reason for Termination that requires additional explanation, please review Disclosure Questions 7B and 7F to determine if the matter is reportable.

2. Firms can file changes to the Reason for Termination and/or Termination Explanation using a U5 Amendment. When filing an amendment to the Reason for Termination and/or Termination Explanation, firms must complete an additional field explaining the reason for the change.
Form U5 Section: 4. Date of Termination

This section applies to Full U5 filings. Filers should enter the date the firm terminated the individual’s association with the firm in a capacity that required registration (usually today’s date or a previous date).

This date is used by jurisdictions/SROs to determine whether an individual is required to requalify by exam or if the individual is eligible for a waiver upon re-association with another firm.

Additional Tips:
1. A termination date greater than 30 days in the past will generate a late termination fee when the filing is submitted.
2. A post-dated termination date of 12/31 of the current year is only allowed during the annual renewal period.
3. Firms can file changes to the Date of Termination a U5 Amendment. When filing an amendment to the Date of Termination, firms must complete an additional field explaining the reason for the change. Please note that this change only impacts the date displayed in Filing History.

Form U5 Section: 5. Partial Termination

This section is only available when the Partial filing type is selected. There are two parts to this section:

- 5A. SRO Partial Termination
- 5B. Jurisdiction Partial Termination

Only active SRO/Jurisdiction registrations will be available for selection. Check the box for each registration you wish to terminate. By default, the termination date will be set to the date the Partial U5 filing is submitted.
Form U5 Section: 6. Affiliated Firm Termination

For partial terminations, select the affiliated firm(s) from which the individual seeks to terminate registrations and indicate the registrations the individual seeks to terminate. For full terminations, select the affiliated firm(s) from which the individual seeks to terminate.

**Partial Termination Example:**

<table>
<thead>
<tr>
<th>6. AFFILIATED FIRM TERMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>AFFILIATE FIRM</td>
</tr>
</tbody>
</table>

Is this a multiple termination with one or more firms affiliated with the filing firm? If "yes" to the above question and the termination requests for the filing firm are identical to the termination requests of each affiliated firm, then mark the same termination request for each affiliate. If the termination requests of the affiliated firm(s) differ from those of the filing firm, complete the SRO and/or jurisdiction sections for each affiliated firm.

- Yes
- No

**Affiliated Firm CRD #**

- 0001

**Affiliated Firm Name**

- AFFILIATE FIRM

**Affiliated Firm Billing Code:**

-

**Office of Employment Address:**

- 123 MAIN STREET
- ROCKVILLE, MD 20850
- UNITED STATES

<table>
<thead>
<tr>
<th><strong>Type of Office</strong></th>
<th><strong>Start Date</strong></th>
<th><strong>End Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Located At</td>
<td>09/20/2010</td>
<td></td>
</tr>
</tbody>
</table>

- SRO Registrations
- Jurisdictions

**Full Termination Example:**

<table>
<thead>
<tr>
<th>6. AFFILIATED FIRM TERMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>AFFILIATE FIRM</td>
</tr>
</tbody>
</table>

Is this a multiple termination with one or more firms affiliated with the filing firm? If "yes" to the above question and the termination requests for the filing firm are identical to the termination requests of each affiliated firm, then mark the same termination request for each affiliate. If the termination requests of the affiliated firm(s) differ from those of the filing firm, complete the SRO and/or jurisdiction sections for each affiliated firm.

- Yes
- No
Form US Section: 7. Disclosure Questions

This section applies to full terminations only. If the individual has no new or updated disclosure information to be reported in response to Questions 7A, 7C, 7D or 7E, you may utilize the Disclosure Certification Checkbox option in lieu of completing Section 7. The Disclosure Certification Checkbox may not be used if answering “yes” to Questions 7B or 7F.

Questions 7E(4) or 7E(5) should be answered “yes” if the individual was not named as a respondent/defendant but (1) the Statement of Claim or Complaint specifically mentions the individual by name and alleges the individual was involved in one or more sales practice violations or (2) the Statement of Claim or Complaint does not mention the individual by name, but the firm has made a good faith determination that the sales practice violation(s) alleged involves one or more particular individuals.

### 7. Disclosure Questions

<table>
<thead>
<tr>
<th>Disclosure Certification Checkbox (optional)</th>
<th>☐</th>
</tr>
</thead>
</table>

By selecting the Disclosure Certification Checkbox, the firm certifies that (1) there is no additional information to be reported at this time; (2) details relating to Questions 7A, 7C, 7D and 7E have been previously reported on behalf of the individual via Form U4 and/or amendments to Form U4 (if applicable); and (3) updated information will be provided, if needed, as it becomes available to the firm. Note: Use of “Disclosure Certification Checkbox” is optional.

#### Investigation Disclosure

**7A.** Currently is, or at termination was, the individual the subject of an investigation or proceeding by a domestic or foreign governmental body or self-regulatory organization with jurisdiction over investment related businesses? (Note: Provide details of an investigation on an Investigation Disclosure Reporting Page and details regarding a proceeding on a Regulatory Action Disclosure Reporting Page.)

#### Internal Review Disclosure

**7B.** Currently is, or at termination was, the individual under internal review for fraud or wrongful taking of property, or violating investment-related statutes, regulations, rules or industry standards of conduct?

#### Criminal Disclosure

**7C.** While employed by or associated with your firm, or in connection with events that occurred while the individual was employed by or associated with your firm, was the individual:

1. convicted of or did the individual plead guilty or nolo contendere (“no contest”) in a domestic, foreign or military court to any felony?
2. charged with any felony?
3. convicted of or did the individual plead guilty or nolo contendere (“no contest”) in a domestic, foreign or military court to a misdemeanor involving; investments or an investment-related business, or any fraud, false statements or omissions, wrongful taking of property, bribery, perjury, forgery, counterfeiting, extortion, or a conspiracy to commit any of these offenses?
4. charged with a misdemeanor specified in 7C(3)?

#### Regulatory Action Disclosure

**About Internal Review Disclosure**

Generally, the Internal Review Disclosure question in Question 7B and the Internal Review Reporting Page (DRP U5) are used to report matters relating to compliance, not matters of a competitive nature. Responses should not include situations involving employment related disputes between the firm and the individual.

If a “yes” answer is provided to the Internal Review Disclosure question, the individual whose name appears in Section 1 (GENERAL INFORMATION) of this form may provide a brief summary of the event on Part II of the Internal Review Disclosure Reporting Page (DRP U5).
Submission Menu

Completeness Check - A firm can manually perform a Completeness Check, prior to submission, to check filings for completeness of required fields. If the filing does not pass the completeness check, the system will display a description of the error and a link to the error location.

<table>
<thead>
<tr>
<th>Error Location</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Terminated</td>
<td>Date of termination is required.</td>
</tr>
<tr>
<td>Termination</td>
<td>Reason for termination is required.</td>
</tr>
</tbody>
</table>

Submit Filing - Submitting a filing is a two-step process: Web CRD automatically runs a completeness check when Submit Filing is selected. If the filing passes the completeness check, the system allows you to continue with the submission process, if the filing does not pass the completeness check, return to the screens where the errors have occurred and correct them.

1. Select Submit Filing.
2. Once the filing has passed the completeness check, select Submit Filing a second time.

U5 SUBMISSION COMPLETENESS CHECK PASSED SUCCESSFULLY. PLEASE SELECT THE 'SUBMIT FILING' BUTTON BELOW TO SUBMIT TO CRD.
Print Preview - Used to view or prepare the filing for printing. You can choose to print a specific page or the entire filing.

1. Select Print Preview from the Submission menu.

2. To print the entire form filing select All Sections from the navigation panel. Otherwise, select the Form U5 section you wish to print.

3. Click the Printer Friendly icon located on the right side of the screen.
Pending Filings

Filings that have been started but not submitted are considered pending filings. Once a filing is created, it remains in a pending, or draft state for 60 days from the creation date. Firms can access their pending U5 filings through the Site Map or the Forms tab.

Enter the individual’s CRD Number or SSN and click Search.

NOTE: To view filings that were created by you, select Filings initiated by current user only.

Click the Filing ID hyperlink to continue working on the filing. If you no longer wish to submit this filing, you have the option to Delete the filing.

NOTE: The table can be sorted by column headers that have hyperlinks.

The Expected Purge Date indicates the day the filing will be deleted from the Pending Filing queue.
Historical Filings

The Historical Filings feature allows users to view and/or print Form U5 filings submitted by your firm for a specific individual. Users will have the option to view the full filing or view changes in “redline mode” by selecting one of the “View Changes” options. Redlining will not display across form versions.