

Yankee Chapter Model Club

10/10/2020

Steps to Take after Becoming a Member of the Yankee Chapter Model Investment Club

1. Sign the Partnership Agreement.
 - a. Read the Partnership Agreement and the Operating Procedures for the Club.
 - b. Print out the signature page and sign it.
 - c. Make a copy for your records and send the signature page to the club Secretary (fax it or scan and email it).
2. Get access to Bivio.com.
 - a. Bivio is the 'accounting firm' for the club, and also the repository for all of our official documents. We use it to prepare tax forms for the club. For each member, a K-1 form will be prepared (usually by mid-February) that you can use to prepare your federal and, if necessary, state tax returns.
 - b. Please send the Treasurer (or Asst. Treasurer) your name, address, email address and tax ID so they can add it to the roster of Yankee Chapter Model Club members on Bivio. (Send the tax ID by phone if you want to be more secure). Bivio will then send you an invitation to log on.
 - c. Go to Bivio.com and choose a username and password. In the upper right corner, choose 'Select Site' and then click on the 'YankeeChapter' menu option.
 - d. You should now be able to view documents, mail, SSGs, etc. You can also see transactions and holdings on Bivio (with stock prices from the last closing price).
3. Decide on the monthly amount you want to invest in the club. The minimum monthly deposit is \$200, but you can ask the club for a lower amount if you wish (requires 2/3 approval). If you wish, you can deposit a one-time lump sum (up to $1/n$ of the current value of the portfolio, where n is the number of members in the club). The treasurer will assign you a number of cents to add to any deposit you make to the account, so we can identify who sent it. (For example, if you are assigned 3 cents, then your deposit should be \$100.03, or \$200.03, or \$250.03.)
4. Set up an automatic bill-pay from your checking account or your personal brokerage to our broker and direct the money to be deposited into our brokerage account. Get details from the treasurer.