# Get the most from your Merrill statement <br> Learn about its features and benefits 

## Industry recognition

Merrill statements have received top industry recognition for over 15 years. The statement was recently recognized in Corporate Insights’ Broker Monitor - Annual Statement Analysis' for providing a robust statement with well-designed graphics and excellent delivery capabilities. In addition, the Merrill statement has consistently received an excellent designation and qualified for DALBAR's² Communications Seal of Excellence in their Trends \& Best Practices in Investor Statements analysis.

## It's a snapshot of your finances

Your user-friendly Merrill statement gives you a snapshot of where you stand financially — across both sides of your balance sheet and within each Merrill account and product type.

While the statement is simple by design and intended to be easy to read, this guide helps to explain its features and benefits and answer any questions you might have.

You can view your statements, your trade confirmations and this guide online. And you can print your statements or save them to your computer, a CD or other storage media. To opt for online delivery and convenient email alerts or to view your documents online, visit mymerrill.com.

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${ }^{1}$ For more information please visit corporateinsight.com
${ }^{2}$ For more information please visit dalbar.com
Merrill Lynch, Pierce, Fenner \& Smith Incorporated (also referred to as "MLPF\&S" or "Merrill") makes available certain investment products sponsored, managed, distributed or provided by companies that are affiliates of Bank of America Corporation ("BofA Corp."). MLPF\&S is a registered broker-dealer, registered investment adviser, Member SIPC and a wholly owned subsidiary of BofA Corp.
Banking products are provided by Bank of America, N.A., and affiliated banks, Members FDIC and wholly owned subsidiaries of BofA Corp.
Investment products:

## Get your statement your way

Your Merrill statement is based directly on our clients' recommendations and preferences, which we uncovered through extensive research and industry trends and best practices. You'll find that the statement is logical and easy to use. You'll also find relevant Merrill phone numbers, Web addresses, and your financial advisor's name and contact information throughout the statement in case you need to get more information.

The statement brings together key information about your investments, retirement savings, credit and lending, estate planning services, and business finances where appropriate. Plus, you can choose optional features, like including an amortization/accretion schedule, equity cost basis details or selecting how you want your statement delivered to you.

## Convenient online delivery

To minimize the amount of paper mail you receive, you can sign up for secure online delivery. You'll get your statements three to five days faster, and you can view, save or print them. You'll also be able to access statements from the past seven years.
Your options for online statement delivery and access include:

- Online delivery for all accounts. You receive an email notification when your statements are available online.
- Mail summary only. The statement summary section is sent to you in the mail, with detail sections available electronically for you to view online.
- Delivery options by account. Choose either paper mail or online delivery on an account-by-account basis. You can choose the exact combination of delivery options you want for each account.
- One-click statement view. With online access, you can view, download, save or print your entire linked statement package into a single PDF file.
- Date-range download. You can download, save or print multiple statement PDFs from various time frames into a single PDF.

You can choose online delivery for other account records too, such as performance reports, trade confirmations, prospectuses, tax statements, notices and disclosures, and shareholder notices.

- Third-party online access. You can designate read-only online access to a third party, such as a family member, lawyer or accountant. They can review account balances, activity, and monthly brokerage and tax statements for any authorized account.
- Statement repagination. This allows you the flexibility to select specific statements from a linked statement package and renumber them so you'll have a version with a page count specific to that statement.

To enroll in online delivery, log into MyMerrill.com. ${ }^{\circledR}$ From the Help \& Settings tab, select Go Paperless. You'll be able to enter your delivery preferences for monthly statements and other eligible account records.

## Statement frequency options

For some account types, you can opt to receive summary pages on a monthly basis and the individual account statement details quarterly. Speak to your financial advisor to find out which accounts qualify for this feature.

## Get your statement your way (continued)

## Less mail with statement linking

By linking your eligible Merrill accounts, you'll receive your statements together in one envelope. Linking your accounts allows you to receive account summary pages along with detail pages for each account in the linked relationship. It may also make you eligible to earn higher interest rates by putting you in a higher asset tier. Contact your financial advisor to learn more. If you're working with the Merrill Advisory Center, please contact a Merrill Financial Solutions Advisor to learn more.

## Streamlined account statement

To help simplify your financial life, some clients who have certain non-managed standalone accounts, or who want a more simplified statement, might be eligible to receive a streamlined version of the statement so it's easier to understand your investment holdings and activity.

The streamlined version of the statement presents information in a logical, clear and easy-to-read design that resembles other Merrill statements. Plus, it includes categorical holdings, account level "cash flow" and a separate listing of money fund transactions.

## Personalized accounts

Nickname feature. You can personalize individual accounts in your statement link with unique identifiers by designating a nickname for each.

## Customizable options you can choose

Account transaction activity. This default setting lists transactions by category and includes each transaction's date, description, type, quantity, unit price and debit/ credit differentiation. As an alternative, you can opt to receive your account transaction activity listed in chronological order.

Alphabetical sort order for bonds. The default is maturity/callable date order; however, you can elect to have the bonds in the Asset section of your account listed in alphabetical order.

Amortization/Accretion schedule. You can opt in to receive an amortization/accretion schedule that provides additional details such as year to date, life to date, and adjusted total cost basis for certain fixed-income securities and/or bonds that you purchased at a premium or discount. The schedule is provided at the account level and will report open and closed lots at the security level.

## Equity Cost Basis

Cost basis details in the Equities section are consolidated to show only one tax lot for each security.
If you receive your statement by e-delivery, a separate document will be posted online that reflects details for the individual purchases for all equities held in your account.
If you receive a paper statement in the mail, you can choose to have the Equity Cost Basis details printed at the back of your statement for reference. You will see this section listed separately for each account within the Your Accounts table of contents page.

## Summary pages give you an overview

Your Merrill statement is designed to make it easy to locate information. It's based on as many as five summary pages, supported by account detail pages. Below and on the pages that follow, we'll show you the key features of the statement's summary section. Not all clients will receive all the summary pages.


## Wealth Management Report

This page shows your personal balance sheet - your assets and liabilities in one view.

## 1. Summary

This section highlights changes in net cash flow, securities deposits/withdrawals and market change. Note: Market Gains/Losses is based on a calculation of your opening/closing value plus or minus any debits, credits and securities transferred in/out of the account.

## 2. Net portfolio value

This graph displays trends over the past five years, including the current year.

## Your Accounts

This page lists all your linked accounts and the corresponding page numbers within the statement package. If you have accounts enrolled in electronic delivery, a symbol will be displayed next to the page number.

## 3. Portfolio-level summary

Here you can see your accounts summarized in one view. Margin available credit is displayed for applicable accounts. The page is organized by product categories and provides a clear, concise overview of your account's status. If you receive Equity Cost Basis details as part of your statement, page numbers will be referenced here.

## 4. Open 24/7

Our 24-hour assistance number appears prominently on every other page. Your statement also features contact information for your Merrill financial advisor on each individual account's summary page.

## Summary pages give you an overview (continued)



## Your Balance Sheet

This page clearly presents your assets and liabilities, demonstrating the value of consolidating and integrating asset management with debt management.

## 5. Liabilities

This section clearly differentiates classes of liabilities and provides information on margin accounts and securities-based lending.

## 6. Cash flow

This section includes a comprehensive list of credits and debits by type and includes a true net cash flow value.

- Other credits, listed as a subcategory, captures credit transactions that bring money into the account and include but are not limited to: cash in lieu, loan advances, portfolio transfers and optional dividends.
- Other debits, another subcategory, summarizes various debit transactions and withdrawals such as taxes, stop payments and optional dividend payments.


## 7. Fees included in transactions above

This section provides a summary of certain Commissions/Trading Fees and ATM/Cash Advance Fees captured in Securities Purchases/ Sales lines and ATM/Cash Advances, respectively.

## Summary pages give you an overview (continued)



## Your Portfolio Review

We've laid out this information in four quadrants to make it easy to access and understand.

## 8. Asset allocation

This section shows how your account is allocated among the following asset categories as a dollar value and a percentage: cash/money accounts, fixed income, equities, alternative investments, 529 portfolios and other. A footnote may appear regarding allocation of mutual funds, if applicable.

## 9. Bond maturity schedule

This section shows the total value of your bond portfolio within defined maturity ranges. The table points out the par value of the bond portfolio residing within each maturity range.

## 10. Current income

This section graphically depicts monthly and year-to-date income. Additionally, it delineates interest paid on taxable versus tax-exempt securities and displays the values of both taxable and tax-exempt dividends.

## 11. Top five portfolio holdings

This chart shows the current value and \% of the portfolio of the top five holdings in the account(s).

## 12. Financial market indicators

This chart appears on the Your Portfolio Review page if you are not eligible to receive one of the other charts. It shows the value of major market indicators for both the current and prior periods.

## Summary pages give you an overview (continued)



## Your Monthly Income \& Gain/(Loss) Review

This page provides a summary of income from interest and dividends, as well as information on gains and losses for each account during the current month and year to date.

## 13. Income summary

This section shows income generated and received during the month and year to date. The table separates interest received on tax-exempt securities from that received on taxable securities and displays the values of both taxable and tax-exempt dividends. Total values are shown for each account and for your overall portfolio.

## 14. Gain/(Loss) summary

This section shows long- and short-term gains and losses, both realized and unrealized, for each account and year-to-date values for long-term capital gain distributions.

## You can review each account's details

We've selected a sample Cash Management Account ${ }^{\circledR}$ (CMA ${ }^{\circledR}$ account) to give you a sense of the account details available in your Merrill statement. While specific sections may not appear in all statements, you'll find the information is presented consistently for each account type.


## Account Summary Page 1

This first summary page provides you with the opening and closing values for the account. It summarizes total credits, total debits, and the securities you transferred. The market gains and losses shows the fluctuation of your assets for the current month and year to date. The total value is highlighted.

## 1. Assets

You'll see current month and prior month values for all asset categories in the account.

## 2. Liabilities

Margin loan/debit balances and short position values are included here; loans appear only on the Your Accounts and Balance Sheet summary pages, if applicable. Margin available credit is displayed, if applicable.

## 3. Quick response (QR) code

This code is provided to streamline enrollment in electronic delivery of the statement.

## Account Summary Page 2

This second summary page continues with a clear picture of your account's makeup and activity.

## 4. Cash flow

Here you'll find an easy-to-use summary of credits and debits for the account - for the month and year to date.

## 5. Other transactions

You'll see dividends and interest income, dividend reinvestments, and security purchases and sales.

## 6. Fees included in transactions above

This section provides a summary of certain Commissions/Trading Fees and ATM/Cash Advance Fees captured in Securities Purchases/ Sales lines and ATM/Cash Advances, respectively. These fees are embedded in other line items within the Debits section and are included in the detailed transactions sections of the statement.

## 7. Asset allocation

This chart summarizes the allocation of your assets as a percentage at the account level.

## 8. Document preferences this period

This section lists the account documents that are mailed to you and those that you receive online.

## You can review each account's details (continued)



## You can review each account's details (continued)



## You can review each account's details (continued)




## Your Liabilities

Here you'll see a list of the liabilities in your account, including short positions.

## Your Transactions

This is the record of activity in your account, organized in chronological order by category.

## 16. Dividends/Interest income transactions

Here's a summary of the dividends and interest earned for the statement period and year to date, including reinvestments. For tax-reporting purposes, dividends and interest are noted as either taxable or tax-exempt. A footnote may appear to highlight dividends that may be subject to long-term capital gain distribution.

## You can review each account's details (continued)



* Important: The following trading-related fees are not broken out in the "Commissions \& Trading Fees" section listed in this column, but would continue to be included in the total cost of the transaction: Costs incurred in any purchase of new-issue securities; fixed income securities-any markups or markdowns for fixed income trades; underwriting discounts; selling concessions; trading profits and/or structuring charges paid to or earned by the firm for equities, fixed income, preferred securities; certificates of deposit; market-linked investments; unit investment trusts (UITs); and closed-end funds; option / futures premiums and / or clearing fees; Private equity placement fees and fractional share-related fees.



## 17. Security transactions

In addition to purchases, sales and redemptions, this section includes information on commissions and trading fees, accrued interest and subtotals for selected categories.

## 18. Transaction amount

This column provides the ability to display Debit/Credit with Commission/Trading Fees.

## 19. Commission/Trading fees*

This column displays the costs related to security purchases and sales, for example, mutual funds - front end load sales charges and equity commissions. The Total Amount will align to Cash Flow.

## 20. Security purchases and security sales

Totals will align to values in the Cash Flow section.

## 21. Realized gains/(losses)

This summary of gains and losses for transactions closed within the month represents figures as short-term and long-term to guide your tax planning and investment decisions.

## You can review each account's details (continued)



## 22. Open orders equities/options

Here you'll see any open orders placed for equities as well as options that remain unexecuted. Listed information includes quantity, description, price, and price qualifier details, and, for options, the strike price.

## 23. Unsettled trades

This is a list of purchases/sales entered during the current month's statement period, but that do not settle until the following month.

## 24. Standing instructions

This shows the transaction, frequency, description and amount of the action


## 25. When issued

This shows the transactions, quantity and description for When Issued transactions.

## 26. Cash/Other transactions

This section lists miscellaneous transactions, such as:

- Funds received
- Electronic transfers
- Other debits/credits
- Margin interest charged


## You can review each account's details (continued)



* Important: Some fees are not included here and will display in "Other Debits." These may include: Corporate actions fees, ADR cable fees, ADR certificate fees, reorganization processing fees, and third party foreign dividend tax processing fees



## 27. Advisory and other fees*

This section includes monthly totals for various account fees such as annual account fees, check reorder fees and Merrill Lynch Investment Advisory Program fees. These fees may be charged by Merrill Lynch, Pierce, Fenner \& Smith, Incorporated, an affiliate, or in certain instances, a third party.

## 28. Visa ${ }^{\circledR}$ Access Card activity

Here you'll find subtotals for selected categories Visa ${ }^{\circledR}$ debit purchase activity, Visa credit activity, ATM activity and cash advances. Any fees associated with these transactions will be summarized in the Cash Flow section of the statement under Fees Included in Transactions Above.

## 29. Checks written/Bill payment

This section provides details on check-clearing activity and electronic bill payments.

## 30. Money account/Money fund transactions

Displayed here are details of all deposits to, and withdrawals from, your balances in the Merrill Lynch Bank Deposit Program or other available money funds.

## You can review each account's details (continued)



## You receive only relevant information

Your Merrill statement reflects the holdings and activity that are specific to your accounts with Merrill and its affiliates. In an effort to reduce page count, we provide you with only the sections of the statement that are relevant to your holdings, activity and account type. Below and on the pages that follow, we highlight certain sections that you may or may not receive, based on your account characteristics.


## 1. Your CMA account equity cost basis

If you receive a paper statement in the mail, you can choose to have the Equity Cost Basis details printed at the back of your statement for reference. This section reflects the individual purchases for all equities held in your account. You will see this section listed separately for each account within the Your Accounts table of contents page. If you receive your statement by e-delivery, a separate document will be posted online.

## 2. Assets not held/valued by MLPF\&S

As an accommodation, we may display assets you own that are not held/valued by MLPF\&S. The value of these assets, when provided to MLPF\&S, is included in the summary and as part of the total value of the account. In addition, we list them in their own sections by category: Insurance Contracts/Services and Other. We also include a total at the end of each section.

- Insurance contracts/services shows key contract details, benefit information, contract features and underlying investment details for various types of annuity and life insurance contracts.
- Other assets not held/valued by MLPF\&S documents values for other assets held outside MLPF\&S.


## You receive only relevant information (continued)



## 4. Amortization/Accretion table

This is a supplemental section that you can request to have included in your monthly statement. If selected, the table provides details such as year to date, life to date and adjusted cost basis for certain fixed-income securities and/or bonds that you purchased at a premium or discount. The schedule is provided at the account level and open and closed lots will be reported at the security level.

## You receive only relevant information (continued)



## 5. Private equity/Real assets funds summary

This section complements the information in the Alternative Investments Holdings section and provides a snapshot of additional details for private equity holdings, including;

- Original investment date
- Commitment
- Contributions (a)
- Distributions (b)
- Estimated NAV (c)
- Total distributions and estimated NAV
- Investment multiple on contributions to date (d)
- Net IRR as reported by the fund (e)


## 6. Your retirement account contributions and distributions

Retirement account holders will see account contributions and distributions and, if applicable, the required minimum distribution (RMD) calculated amount for the annual distribution. Merrill retirement account statements for traditional IRAs, IRA rollovers, SIMPLE accounts, Supplemental Retirement Accounts (SRAs) and Simplified Employee Pension (SEP) plans provide information regarding the RMD.

## 7. Required minimum distribution (RMD)

The RMD calculated amount for the annual distribution is provided in addition to deadlines and instructions for taking the distribution.

## You receive only relevant information (continued)




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## 8. Trust management account statement of principal investments

This section is a comprehensive list of principal investments within a Trust Management Account. You'll see important tax lot, price and valuation information, and subtotals by asset type. There's also a calculation for the estimated accrued interest and yield for each investment category.

## 9. Trust management account statement of income investments

This section lists any income investments within the account. You'll see tax lot, price and valuation information, and subtotals by asset type. There's also a calculation for the estimated annual income and yield for each investment category.
10. Trust management account transactions Here you'll find a record of the trust account activity; the default setting organizes transactions by category. If you wish, you can opt to receive your account transaction activity listed in chronological order.

## 11. Dividends/Interest income transactions

Here's a summary of the dividends, interest and accrued interest received/paid for the statement period and year to date, including income cash and principal cash. For tax-reporting purposes, dividends and interest are noted as either taxable or tax-exempt. A footnote may appear to highlight dividends that may be subject to longterm capital gain distribution.

## 12. Security transactions

In addition to purchases, sales and redemptions, this section includes information on income cash and principal cash and subtotals.

## 13. Transaction amount

This column provides the ability to display Debit/ Credit with Commission/Trading Fees.

## 14. Commission/Trading fees*

This column displays the costs related to security purchases and sales, for example, mutual funds front end load sales charges and equity commissions. The Total Amount w Il align to Cash Flow.

## You receive only relevant information (continued)


15. Trust services (TMA) fees

This section includes fees associated with TMA accounts except Style Manager expenses

## 16. Style manager fees

This section includes Style Manager expenses for TMA accounts.

## Additional reports help complete the picture

## Other accounts and services

Depending on the nature of your linked account statements, your statement may also contain complete details of the following:

- Retirement accounts
- Investment Advisory Program accounts
- Loan Management Account ${ }^{\circledR}$
- Trust Management Account
- College savings plan accounts


## Performance Report

Accounts enrolled in the Investment Advisory Program will receive an Annual Client Review package which includes the Annual Performance Report (APR). The delivery of the package will align to the time of the annual client review with your financial advisor. Additionally your advisor may elect to send a performance report at year-end or quarter-end. You will receive these reports through the mail or online, based on your delivery preference.

Managed accounts not enrolled in the Investment Advisory Program will receive a Quarterly Performance Report (QPR). Both the QPR and APR provide detailed information on the rate of return for the account or Account Group against its benchmark along with a robust amount of additional analytics.

## Fiscal Statement

If you have a Retirement Cash Management Account (RCMA ${ }^{\circledR}$ account), Working Capital Management Account ${ }^{\circledR}$ (WCMA ${ }^{\circledR}$ account), Endowment Management Account (EMA ${ }^{\circledR}$ account), Business Investor Account (BIA) or Trust Management Account (TMA), you are eligible to receive an annual Fiscal Statement in addition to the Merrill monthly statement. The Fiscal Statement is a comprehensive statement that combines 12 months of activity and is generated once in a 12-month cycle based on a fiscal plan month the client chooses.

## Annual Consolidated Tax Reporting Statement

Each February, if you are eligible, you'll receive a tax reporting statement that contains account data to help with tax-return preparation. The Consolidated Tax Reporting Statement contains the following key features:

- A summary of taxable activities in your account and a detailed chronological breakdown of reportable transactions grouped by category. This section legally substitutes for IRS Forms 1099-DIV, 1099-INT, 1099-OID, 1099-B and 1099-MISC.
- The Non-Reportable Income/Expense section goes beyond providing the details of your transactions. It also includes income and expenses that, although we do not report to the IRS, can help with tax preparation.


## CMA Visa Card Summary

This statement includes Check Summary and Visa Card Transaction Summary sections that list all checks numerically and all card transactions by date and category. This statement also offers a month-by-month analysis of all expenditures and includes preauthorized debits and Web bill payments. Note: This statement will be provided if there was any CMA Visa card or checking activity during the reporting year and will only be available online. You must be enrolled in the free MyMerrill.com ${ }^{\circledR}$ or Merrill Edge ${ }^{\circledR}$ service in order to be able to view, print or download this statement.

## Supplemental Tax Information Statement

If you hold Widely Held Fixed Investment Trusts (WHFITS), Real Estate Mortgage Investment Conduits (REMICs) and/ or collateral debt obligations (CDOs), in March you'll receive a Supplemental Tax Information statement that provides a consolidated summary of gross income and expenses for these securities.

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9. To learn about Bank of America's environmental goals and initiatives, go to bankofamerica.com/environment. Leaf icon is a registered trademark of Bank of America Corporation.


[^0]:    * Important: The following trading-related fees are not broken out in the "Commissions \& Trading fees" section listed in this column, but would be included in the total cost of the transaction: Costs incurred in any purchase of new-issue securities; fixed income securities - any markups or markdowns for fixed income trades; underwriting discounts; selling concessions; trading profits and/or structuring charges paid to or earned by the firm for equities, fixed income, preferred securities; certificates of deposit; market-linked investments; unit investment trusts (UITs); and closed-end funds; option / futures premiums and / or clearing fees; Private equity placement fees and fractional share-related fees.

