

QUICK START

Brokerage Account Settings Audit

Use the account event happening now to decide what to check first.

ACCOUNT CONTEXT

BROKER / PLATFORM

DATE CHECKED

ACCOUNT TYPE

START WITH THE EVENT THAT MATCHES YOUR ACCOUNT

Check any box that is true today. More than one can apply.

☐ A meaningful cash balance is sitting uninvested.☐ A long-term holding is paying dividends or distributions.☐ I am preparing to sell part of a position in a taxable account.☐ The account was opened, transferred, converted, or migrated recently.

ROUTE: Idle cash -> Cash destination | Dividends -> DRIP election | Partial taxable sale -> Tax lots

If several apply, handle the time-sensitive sale first, then cash and dividend settings.

MY FIRST CHECK

SETTING TO CHECK FIRST

WHY THIS ONE MATTERS NOW

SECTION 1

Idle Cash Audit

Record the exact cash destination before comparing rates or protection.

1. IDENTIFY THE CASH VEHICLE

EXACT CASH POSITION / PROGRAM NAME

TICKER, IF ANY

CURRENT DISPLAYED RATE

RATE TYPE

☐

APY

☐

7-day yield

☐

Other

2. CHECK HOW THE CASH WORKS

☐

Cash moves there automatically.

☐

A manual trade is required.

☐

Cash is automatically available for trades.

☐

A minimum, fee, or other condition applies.

☐

Bank sweep / potentially FDIC-insured under program rules.

☐

Money market mutual fund / not an FDIC-insured bank deposit.

3. DECISION

☐

Keep the current cash destination.

☐

Compare or change the cash destination.

WHAT WOULD MAKE ME CHANGE IT?

SECTION 2

Dividend and DRIP Audit

Match each holding's dividend election to the job you assigned to that holding.

HOLDING 1

SECURITY / TICKER

CURRENT ELECTION

☐

DRIP on

☐

Cash

INTENDED USE OF DISTRIBUTIONS

☐

Reinvest for growth

☐

Spend / income

☐

Use for rebalancing

WASH-SALE CROSS-CHECK

☐

Loss sale planned within the relevant window

☐

Recurring buys also active

HOLDING 2

SECURITY / TICKER

CURRENT ELECTION

☐

DRIP on

☐

Cash

INTENDED USE OF DISTRIBUTIONS

☐

Reinvest for growth

☐

Spend / income

☐

Use for rebalancing

WASH-SALE CROSS-CHECK

☐

Loss sale planned within the relevant window

☐

Recurring buys also active

SECTION 3

Tax-Lot Pre-Sale Checklist

Do this immediately before a meaningful partial sale in a taxable account.

1. SALE DETAILS

SECURITY

SHARES TO SELL

PLANNED SALE DATE

GOAL FOR THIS SALE

2. LOT SELECTION

INTENDED LOT(S) / ACQUISITION DATE(S)

BASIS / HOLDING PERIOD

BROKER METHOD / INSTRUCTION

☐

FIFO

☐

Specific identification

☐

Average basis, if allowed

☐

Other

☐

A standing specific-identification instruction is on file.

☐

I verified the intended lot on the actual order ticket.

3. CONFIRM AFTER EXECUTION

☐

Written broker confirmation saved.

☐

Completed trade shows the intended lot(s).

NOTES / MISMATCH TO RESOLVE

FINISH

Action Plan and Recheck Triggers

Turn the audit into a short list of actions instead of a permanent checklist.

MY ACTION PLAN

DO TODAY

BEFORE THE NEXT TAXABLE PARTIAL SALE

RECHECK WHEN ONE OF THESE HAPPENS

☐ Account transfer, conversion, or brokerage migration

☐ Material cash balance builds up

☐ New dividend-producing holding is added

☐ Before a meaningful partial sale in a taxable account

FINISH

Next Review and Notes

Leave yourself enough context to understand the decision later.

NEXT REVIEW

DATE / TRIGGER

ONE SETTING I WANT TO VERIFY AGAIN

WHAT WOULD MAKE ME REVISIT THE DECISION?

NOTES

REMEMBER

The highest-value setting is the one tied to money moving through the account now. Do not combine unlike cash, dividend, and tax-lot examples into one "cost."