

# Preparing to Submit MSRB Form A-12

The Municipal Securities Rulemaking Board (MSRB) offers a single, consolidated form for registrants to provide the MSRB with registration information required under MSRB Rule A-12. Form A-12 is used to:

- Initiate registration as a dealer prior to engaging in municipal securities activities
- Initiate registration as a municipal advisor prior to engaging in municipal advisory activities
- Update registration information within 30 days of changes in relevant information
- Affirm registration information during the Annual Affirmation Period
- Notify the MSRB of a withdrawal of registration

This checklist is a tool to assist individuals who are preparing to submit Form A-12, whether for the first time or as an update to their existing registration information. Review the checklist prior to accessing the form to ensure that all the required information is available for input. [Learn more in the MSRB Registration Manual.](#)

New registrants initiate registration [by clicking here](#) or using the “LOGIN” link on [the MSRB homepage](#) and then clicking on the “Don’t have an account? Register” link from the Gateway homepage. Current registrants may access a pre-populated Form A-12 through MSRB Gateway by clicking on the “Form A-12” link under the category “Registrant Information Forms.” Before entering the form, users can view and print a copy of the form containing their current registration information.

## MSRB Registration Checklist for Form A-12

General Firm Information – Submit required information, as applicable		
	Field	Notes
<input type="checkbox"/>	Firm’s Legal Name	Same name filed with Securities and Exchange Commission (SEC)
<input type="checkbox"/>	Doing-Business-As (DBA) Name	DBA name that may differ from firm’s legal name
<input type="checkbox"/>	Dealer SEC ID	Number assigned by SEC
<input type="checkbox"/>	Municipal Advisor SEC ID	Number assigned by SEC
<input type="checkbox"/>	Central Registration Repository (CRD) Number	Number assigned by FINRA to the organization, not the CRD number assigned to any registered individual
<input type="checkbox"/>	Legal Entity Identifier	20-digit, alpha-numeric code assigned by a Local Operating Unit (LOU), or pre-LOU, of the Global Legal Identifier System
<input type="checkbox"/>	Successor Firm	Prior SEC and MSRB identification numbers of a predecessor firm, if applicable

<input type="checkbox"/>	Dealer Designated Examining Authority*	Select either FINRA or the banking regulator (FRB, OCC, FDIC) that is the firm's designated examining authority
<input type="checkbox"/>	Written Notice to FINRA or Bank Regulator (FRB, OCC or FDIC)*	<p>Required for dealers during initial MSRB registration or when adding a new registration category only; e.g., when subsequent to its initial registration a dealer amends its registration to add a new municipal advisor registration. A dealer must provide the requisite notice to the appropriate regulatory agency (<i>i.e.</i>, FINRA or banking regulators) and provide information about that notice to the MSRB on Form A-12</p> <p>Providing notice includes completing the corresponding fields: First and Last Name of Recipient of Notice; Email Address of Recipient of Notice; Date such Notification was Provided; and Intended Effective Date</p> <p>Note: A natural person must be listed in completing the required fields</p>
<input type="checkbox"/>	Firm Address	Same address filed with the SEC
<input type="checkbox"/>	Firm Website	URL, if applicable
<input type="checkbox"/>	Organization Type	Identify how the firm is organized, such as corporation, sole proprietorship, partnership, etc.
<input type="checkbox"/>	City and State	<p>Where the organization is organized, incorporated or established</p> <p>For national and state-chartered banks, provide the city and state listed on the municipal securities dealer's Form MSD that was submitted to the SEC. For sole proprietors, list the city and state of the firm's primary office. For firms incorporated under state law (<i>e.g.</i>, LLC, C-Corp, etc.), use the city and state identified in the state registration.</p>

**\*These fields are visible on the online Form A-12 for brokers, dealers and municipal securities dealers (collectively, "a dealer") registrants and dually registered dealer/municipal advisor registrants; and are not visible for municipal advisor-only registrants.**

<b>Business Activities – Check at least one and all that apply</b>		
	<b>Field</b>	<b>Notes</b>
<input type="checkbox"/>	Broker/Dealer – Municipal Fund Securities (MFS) activities	Includes 529 Plan Underwriting, 529 Plan Sales, ABLE Program Underwriting, ABLE Program Sales, Local Government Investment Pool Distributor/Sales or Other, which then the registrant must specify such activities
<input type="checkbox"/>	Broker/Dealer – Sales/Trading Activities	Includes Retail Sales, Institutional Sales, Proprietary Trading, Inter-Dealer Trading, Broker’s Broker Activities and Online Brokerage
<input type="checkbox"/>	Broker/Dealer – Other Activities	Includes Underwriting, Clearance and Settlement Transactions as a National Securities Clearing Corporation (NSCC) participant, Alternative Trading System (and whether an SEC Form ATS has been filed), Remarket Variable Rate Demand Obligations (VRDOs), Auction Rate Securities (ARS) Program Dealer, Research, or other activities that require registration, which the registrant must specify
<input type="checkbox"/>	Municipal Advisory Activities	Includes Issuance Advice, Guaranteed Investment Contracts Advice, Investment Advice – Proceeds of Municipal Securities, Investment Advice – Funds of Municipal Entity, Municipal Derivatives Advice, Solicitation of Business – Investment Advisory, Municipal Escrow Investment Advice, Municipal Escrow Investment Brokerage, Solicitation of Business - Other than Investment Advisory, Municipal Advisor/Underwriter Selection Advice, or other activities that require registration, which the registrant must specify

Contact Information – Provide name, address, email and phone <sup>1</sup>		
	Field	Notes
<input type="checkbox"/>	Master Account Administrator	Required
<input type="checkbox"/>	Primary Regulatory Contact for Dealers <sup>2</sup>	Required – This person must be an associated person with the firm who is a qualified municipal securities principal (Series 53) or, in the case of a firm solely engaged in municipal fund securities business (Series 51 or 53).
<input type="checkbox"/>	Primary Regulatory Contact for Municipal Advisors	Required - This person must be an associated person with the firm who is a qualified municipal advisor principal (Series 54).
<input type="checkbox"/>	Billing Contact	Required
<input type="checkbox"/>	Compliance Contact	Required – Intended to be the firm’s Chief Compliance Officer and capable of competently responding to inquiries from the MSRB about firm’s monitoring of day-to-day operations, internal controls, and policies and procedures established to comply with applicable rules and regulation.
<input type="checkbox"/>	Primary Data Quality Contact	Required - Dealers exempt from the transaction reporting requirements under Rule G-14(b) and municipal advisors must also designate a Data Quality Contact.
<input type="checkbox"/>	Optional Regulatory Contact for Dealers	Optional – If included, this person must be an associated person of the firm who is a qualified municipal securities principal (Series 53) or, in the case of a firm solely engaged in municipal fund securities business (Series 51 or 53).
	Optional Regulatory Contact for Municipal Advisors	Optional – If included, this person must be an associated person of the firm who is a qualified municipal advisor principal (Series 54).
<input type="checkbox"/>	Optional Data Quality Contact	Optional
<input type="checkbox"/>	Optional Technical Contact	Optional – If included, intended to be the person who has technical knowledge of the computer-to-computer submission systems utilized by the firm to submit information to the MSRB or who can connect MSRB staff with the individual(s) at the firm who has such knowledge

<sup>1</sup> A natural person must be listed in completing the required fields with respect to each designated contact of a firm.

<sup>2</sup> Firms that are registered as both a dealer and a municipal advisor may have different regulatory contacts for their municipal securities business and their municipal advisory business, and such contacts must be appropriately qualified. None of these designated regulatory contacts are required to be qualified as both a municipal advisor principal and a municipal securities principal.

Trade Reporting – Provide requested information (Dealers only)		
	Field	Notes
<input type="checkbox"/>	Exempt from reporting trades under Rule G-14(b)	Select if exempt from reporting trades under MSRB Rule G-14(b)(vi). If selected, no other data is required in the trade reporting section
<input type="checkbox"/>	Executing Broker Symbol (EBS)	Also known as a Market Participant ID (MPID); assigned by NASDAQ
<input type="checkbox"/>	Participant ID assigned to your company by NSCC	Only provided by NSCC participants. If the firm uses a clearing broker, leave this field blank and identify the clearing dealer below in the Submission Method field
<input type="checkbox"/>	Method of Reporting Transactions (select all that apply)	Choices include self-reporting of message-based trade input, trades reported by another dealer acting as an agent or RTRS Web only
<input type="checkbox"/>	Method of receiving Error Feedback (select all that apply)	Choices include email, messaging (for DTCC participants only) or RTRS Web
<input type="checkbox"/>	Email addresses to be used for error feedback emails	If applicable
<input type="checkbox"/>	Identity of any EBS used to report transactions effected when acting as a broker's broker	If applicable

For assistance, contact MSRB Support at 202-838-1330 or [MSRBsupport@msrb.org](mailto:MSRBsupport@msrb.org).

Live Support: 7:30 a.m. - 6:30 p.m. ET

Email Support: 7:00 a.m. – 7:00 p.m. ET