

A Checklist To Get You Ready For The Year 2000

The securities industry is coordinating efforts to operate successfully as 2000 begins, and expects that January 3, 2000, the first business day of the year, will be “business as usual.” Of course, many firms should have business continuity plans in place to make sure any unforeseen Year 2000 glitches can be handled. As an investor, you too can take some measures to be prepared. Below is a sample checklist to help get you started.

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- Read and learn all you can about the Year 2000 issue during the coming months, and talk to your friends and colleagues. The more you learn about how your bank, brokerage firm, mutual fund, and others are preparing, the more knowledgeable you will be.
 - Ask your broker, mutual fund, or investment adviser what his/her firm is doing to become Year 2000 ready. And, if that firm is not ready, how you could be affected.
 - Obtain any Year 2000 literature (print or Web based) provided by the broker/dealer or mutual fund and see if the brokerage firm or fund is holding any informational forums about its Year 2000 efforts.
 - Query the companies in which you own stock. Public companies provide Year 2000 disclosure in the annual and quarterly reports they file with the Securities and Exchange Commission.
 - Keep copies of personal records such as bank statements, bill payment records, and confirmations of the transactions you have made.
 - Starting October 1999 save all investment account statements.
 - During December 1999 keep copies of all securities and investment transaction confirmations.
 - In January and February 2000 compare your personal records against regular statements received from your financial institutions, brokerage firm, mutual fund, and others to check for discrepancies or unusual charges.
 - Contact your broker/dealer firm or mutual fund to find out if its on-line trading system is Year 2000 ready if you trade on-line.
 - Beware of fraud. There may be people who will try to cash in on fears about the Year 2000 problem. Don't give out personal information. If someone tries to sell you a product, service, or investment that's “guaranteed” to fix or prevent a Year 2000 problem, be careful. Do your research first and check with reputable sources.
- You may want to follow-up with other service providers that impact your financial dealings, including:
- Credit card providers
 - Banks - ATM machines, vaults that house safety deposit boxes
- The tools you may use day to day as an investor may also be affected, particularly if these contain embedded, date-sensitive chips.
- PC systems used for accounting, managing portfolio, Internet access, etc.
 - Telephones (portable or otherwise)
 - Answering machines that record date and time
 - Clocks
- If purchasing any of these products in 1999 ask the vendor/manufacture if the product(s) has any embedded chips and if they can guarantee the item(s) will work through 2000.

For more information about the Year 2000 contact:

Securities and Exchange Commission (SEC)
Office of Investor Education and Assistance

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