IRA SERVICES TRUST COMPANY

INVESTMENT AUTHORIZATION INSTRUCTIONS

Contact Center: (800) 248-8447 | www.IRAServices.com

Please only send one request as multiple identical requests may cause a delay in processing your request. If you wish to modify your original request, be sure to check the "Change Request" box in Section 2 of the form. Our turnaround time is 3-5 business days, unless you request expedited service (at an additional cost). If you select expedited service, all required documents must be submitted with the *INVESTMENT AUTHORIZATION* form at the same time. Expedited service does not mean same day service; it may take 1-2 business days provided that your request is complete, reviewed and accepted and the required funds are available.

How to Submit Your Investment Instructions*:

Regular mail	**Overnight mail**
IRA Services	IRA Services
PO Box 7080	1160 Industrial Road, Unit 1
San Carlos, CA 94070-7080	San Carlos, CA 94070-4128

*If the supporting documents (please refer to the *INVESTMENT DOCUMENT REQUIREMENTS* sheet for more information) require original ink signature(s) please **mail** the *INVESTMENT AUTHORIZATION* form with the supporting documents.

For Initial Investments:

If this is an initial investment request for an asset that you do not yet hold in your account, please ensure that you send the *INVESTMENT AUTHORIZATION* form **with** supporting documentation (please review the attached *INVESTMENT DOCUMENT REQUIREMENTS* sheet). If supporting documentation is not submitted with the *INVESTMENT AUTHORIZATION* form, your request will not be processed. **Please submit all supporting documents at the same time.**

If you would like us to pre-review your chosen investment prior to submitting the *INVESTMENT AUTHORIZATION* form, please send your supporting documents to investments@IRAServices.com , with the subject line "Requesting Pre-Review".

For Subsequent Investments:

If this is a subsequent investment in an asset that you already hold in your account, you may be required to provide supporting documentation, and documentation required by the entity in which you are investing, along with the *INVESTMENT AUTHORIZATION* form.

1. PERSONAL INFORMATION (*required field)

Please fill in your full name, phone number and account number (if you already have an account established).

2. INVESTMENT INSTRUCTIONS (Not sure how to complete this section? Please call us at 1-800-248-8447.)

IMPORTANT: Prior to releasing your funds, we may contact you for verbal confirmation of your investment instructions. In Section 1 of the form, please ensure that you provide us with a phone number at which you can easily be reached.

Expedited Service: Check the box if you would like expedited service. All required documents must be submitted at the same time as the *INVESTMENT AUTHORIZATION* form. Expedited service does not mean same day service; it may take 1-2 business days provided that your request is complete, approved, and the required funds are available. Refer to the *FEE SCHEDULE & FINANCIAL DISCLOSURE* for the applicable fee for this service.

Change Request: Check the box if you are modifying a request you previously submitted.

Asset Name: Enter the name of the investment in which you wish to invest (for real property, enter the address or parcel number).

Asset Type: Indicate the type of asset it is (i.e. LP, LLC, promissory note, real property, etc).

Contact Information: Enter the contact information of the investment sponsor or the entity assisting you with procuring the investment.

Amount to Purchase: You may enter an exact amount, select all available cash, or the number of shares to purchase. Before sending us your investment request, if requesting an exact amount, please ensure your account is sufficiently funded, or if you are waiting for funds from different sources, choose "Invest all available cash…" and specify the amount of cash required in your custodial cash account before the purchase is to be made.

Note: If you have insufficient cash in your account to cover the exact amount specified on your request, the minimum required balance, applicable investment and/or expedite fees, and any fees due on the account, your investment will not be made.

When to Purchase: We will purchase your investment as soon as possible unless you specify an exact future date.

3. DOCUMENT REQUIREMENTS

Please refer to the attached *INVESTMENT DOCUMENT REQUIREMENTS* document. There may be several documents required to complete your investment transaction. Your investment request must contain all of the required documentation in order to be processed.

IMPORTANT: Please make sure that all supporting documents are completed in full and submitted with this form. Assets must be registered as follows: IRA Services Trust Company, CFBO [Investor Name] [IRA Account No.] (Tax ID: 26-2627205)

4. FUNDING INSTRUCTIONS

There are two funding options:

- Send a wire – Complete the attached *WIRE REQUEST* form with instructions provided by the payee and attach it to the *INVESTMENT AUTHORIZATION* form. A wire fee applies (see our *FEE SCHEDULE & FINANCIAL DISCLOSURE*).
- Send a check – We can send a check by regular mail or overnight mail. Enter the payee's name, address, and other relevant information on the right (note: we will not send checks to a bank address). If you choose overnight mail, an Overnight Delivery Fee applies (see our *FEE SCHEDULE & FINANCIAL DISCLOSURE*). Cost of delivery will be added to the Overnight Delivery Fee unless you provide a FedEx or UPS account number to charge it to.

5. ACKNOWLEDGMENT, AUTHORIZATION & PARTICIPANT SIGNATURE

Please sign the line indicating "Participant Signature", and fill in the date you signed it. Have your signature notarized and attach the notarization. If you do not provide a notarization, we may contact you to verbally confirm your investment instructions prior to releasing your funds.

IRA SERVICES TRUST COMPANY

INVESTMENT AUTHORIZATION

Contact Center: (800) 248-8447 | www.IRAServices.com

This form must be used to authorize the purchase of any investment. Please read the attached instruction sheet on how to complete this form and what documents you will need to submit with this form.

IMPORTANT: Asset documents must specify the following registration: "IRA Services Trust Company CFBO: [Investor Name] [IRA Account No.] (Tax ID: 26-2627205)"

1. PERSONAL INFORMATION (*required field)

Should IRA Services need to contact you in regards to this request, your preferred method of contact is:

☐ Email

☐ Primary Phone

First Name*	Middle Name	Last Name*
Account Number*	Social Security Number* (last 4 digits)	Date of Birth* (MM/DD/YYYY)
Phone* XXX-XXX-XXXX	Email (Your personal email only)	

2. INVESTMENT INSTRUCTIONS (Prior to releasing your funds we may contact you for verbal confirmation of these instructions.)

☐ Expedited Service: Check this box if you want this request to be expedited. Please read the attached instruction sheet for information regarding this service. By checking this box you agree to the fees and terms of this expedite service.

☐ Change Request: Check this box if this request is a modification of an original request.

Asset Name*
Asset Type*

(e.g. brokerage account, certificate of deposit (CD), hedge fund, IRA LLC, life settlement, LLC/LP, managed futures/foreign currency account, precious metals, private placement, private stock, promissory note (secured or unsecured), publicly-traded security (stock, bond, mutual fund), real property, REIT, tax lien, structured settlement, etc.)

Contact Information *(all fields must be completed unless otherwise specified)*

Name of Investment Sponsor/Managing Entity*		Address*
Phone* XXX-XXX-XXXX	Fax Number (optional)	Email*

Amount to Purchase (select one)

Please note we will retain enough cash to maintain your minimum required balance, and to cover any investment-related fees or any unpaid fees before sending your requested amount. If there are insufficient funds to cover the minimum balance and/or fees, your request will be put on hold until sufficient funds are available.

☐ Invest exactly: ______________

☐ Invest all available cash balance less funds on hold, required minimum balance, fees due and transaction fees

☐ Optional: Specify amount of cash required in custodial cash account before purchase is made: ______________

☐ Optional: If you wish to retain more than the minimum required balance, specify amount to be retained: ______________

☐ Total shares/units/interest to purchase: ______________

☐ Invest exactly: ______________ Total shares/units/interest to purchase: ______________

When to Purchase (select one)

- ○ Purchase one-time only as soon as possible (default)
- ○ Purchase one-time only on or after (MM/DD/YYYY): ____________

3. DOCUMENT REQUIREMENTS (Your request will not be processed if you do not provide the required documents with this form.)

Please refer to the attached *INVESTMENT DOCUMENT REQUIREMENTS* document. There may be several documents required to complete your investment transaction. Your investment request must contain all of the required documentation in order to be processed. Please make sure that all supporting documents are completed in full and submitted at the same time with this form. If this is a subsequent investment in an asset that is already held in your account, you may be required to submit supporting documents. *ASSETS MUST BE REGISTERED AS "IRA SERVICES TRUST COMPANY CFBO [INVESTOR NAME] [ACCOUNT NO.] (TAX ID: 26-2627205)".*

4. FUNDING INSTRUCTIONS (Please indicate how funds from your account are to be sent (check or wire) for the purchase of the asset listed above.)

○ Send a WIRE. I have completed and attached a *WIRE REQUEST* form. I understand that an outgoing wire fee applies.

● Send a CHECK using the following service:	Payee Name & Address (must not be a bank address*)
● Regular Mail	Payee Name
○ Overnight Mail (via FedEx) (overnight delivery fee + cost applies)	Address
Charge cost of overnight delivery to:	City/State/Zip
FedEx Account #: ____________	
If no account # is provided, it will be charged to your IRA account	**We no longer mail checks to bank addresses.*

5. ACKNOWLEDGMENT, AUTHORIZATION & PARTICIPANT SIGNATURE

I hereby acknowledge that I am solely responsible for the investment instructions I am making. You acknowledge that IRA Services, Inc. and IRA Services Trust Company and their representatives do not provide tax, legal or investment advice; that the Account is self-directed; and that you assume full responsibility for this investment. IRA Services, Inc. and IRA Services Trust Company are not responsible for and do not guarantee the products, services or performance of any self-directed investment. You release and agree to indemnify and hold harmless IRA Services, Inc. and IRA Services Trust Company, their divisions, officers, employees, directors, representatives, owners, affiliates, successors, and assigns from liability for any adverse consequences that may result from this investment. I hold harmless, protect and indemnify the Custodian and Administrator from and against any and all liabilities, losses, damages, expenses and charges that the Custodian and Administrator may sustain or might sustain resulting directly or indirectly from my investment. By your signature below, you certify that the information and instructions provided, and the elections made by and through this investment instructions, are true and correct. I acknowledge that if I do not provide a notarized signature, IRA Services Trust Company may contact me for verbal confirmation of my investment instructions, which may cause delays if I cannot be reached at the phone number provided in Section 1 of this form or any of my phone number(s) on record. I hereby authorize the purchase of the asset listed above for my IRA Services Trust Company account.

Account Owner's Signature	Date (MM/DD/YYYY)
✗	

Please sign and submit additional documents as required.

DELIVERY INSTRUCTIONS

Email
investments@IRAServices.com

Fax
(650) 745-2929

Regular mail
IRA Services
PO Box 7080
San Carlos, CA 94070-7080

Overnight mail
IRA Services
1160 Industrial Road, Unit 1
San Carlos, CA 94070-4128

PROHIBITED TRANSACTIONS QUESTIONNAIRE

Contact Center: (800) 248-8447 | www.IRAServices.com

Complete sections 1, 2 & 3 if you are lending funds to, or buying stock or an interest in, a business entity, LLC, Limited Partnership.
Complete sections 1 & 4 if you are lending funds to an Individual.

1. PERSONAL INFORMATION (*required field)

Should IRA Services need to contact you in regards to this request, your preferred method of contact is:

- ☐ Email
- ☐ Primary Phone

First Name*	Middle Name	Last Name*
Account Number*	Social Security Number* (last 4 digits)	Date of Birth* (MM/DD/YYYY)
Phone* XXX-XXX-XXXX	Email (Your personal email only)	

2. INVESTMENT NAME/DESCRIPTION

Name of company/limited partnership/business entity in which you wish to invest

3. QUESTIONNAIRE

1. Do you or any family member own any personal units/shares in the company? ◯ Yes ◯ No

If yes:

How are you related to the family member? (Write “self” if yourself)	What is the percentage of ownership? %

2. Are you or any family member the main decision-maker or majority owner of the company? ◯ Yes ◯ No

If yes:

How are you related to the family member? (Write “self” if yourself)

3. Are you or any family member employed by the company? ◯ Yes ◯ No

If yes:

How are you related to the family member? (Write “self” if yourself)	What position is held?

4. Will you or any family member be receiving any personal gain based on your IRA investment in the company? ◯ Yes ◯ No

If yes:

How are you related to the family member? (Write “self” if yourself)	Please explain

5. Additional comments and/or explanations:

4. COMPLETE IF LENDING FUNDS TO AN INDIVIDUAL

1. Name of Borrower:	
2. How are you related to the Borrower?	Please explain

5. SIGNATURE

Participant Signature	Date (MM/DD/YYYY)
✕	

Please sign and submit additional documents as required.

DELIVERY INSTRUCTIONS

Please include this form with your required Investment documents.

Email
investments@IRAServices.com

Fax
(650) 745-2929

Regular mail
IRA Services
PO Box 7080
San Carlos, CA 94070-7080

Overnight mail
IRA Services
1160 Industrial Road, Unit 1
San Carlos, CA 94070-4128

IRA SERVICES TRUST COMPANY

WIRE REQUEST

Contact Center: (800) 248-8447 | www.IRAServices.com

This form is to be attached to the Investment Authorization or Distribution Request form if you are requesting that we wire your funds.

1. PERSONAL INFORMATION (*required field)

Should IRA Services need to contact you in regards to this request, your preferred method of contact is:

- ☐ Email
- ☐ Primary Phone

First Name*	Middle Name	Last Name*
Account Number*	Social Security Number* (last 4 digits)	Date of Birth* (MM/DD/YYYY)
Phone* XXX-XXX-XXXX	Email (Your personal email only)	

2. TRANSACTION TYPE

These wire instructions are for (select one):

- ◉ An investment; I am submitting an Investment Authorization with this Wire Request form
- ○ A distribution; I am submitting a Distribution Request with this Wire Request form

3. WIRE INSTRUCTIONS (Outgoing wire fee applies)

Please wire my funds to the following bank account (fields marked with an asterisk (*) are required):

Bank Name*			
Bank Address*			
Bank Phone Number*		**Attention:**	
ABA (wire routing number)*			
Account Name*			
Account Number*			
For Further Credit Account Name			
For Further Credit Account Number			

4. INTERNATIONAL WIRE (Optional: Do not complete this section if you do not intend to send an international wire)

For International Wires: Please provide the international wiring instructions in the area below. All international wires must go through a domestic intermediary bank (please fill in this information in the space indicated below). Outgoing international wire fee applies.

International Bank (fields marked with an asterisk (*) are required):

Bank Name*	
Bank Address*	
SWIFT Code/IBAN*	
Account Name*	
Account Number*	
For Further Credit Account Name	
For Further Credit Account Number	

Domestic Intermediary Bank (Mandatory) (fields marked with an asterisk (*) are required):

Bank Name*	
Bank Address*	
Bank Phone Number*	
ABA (wire routing number)*	

5. AUTHORIZATION

Participant Signature	Date (MM/DD/YYYY)
✕	

Please sign and submit additional documents as required.

DELIVERY INSTRUCTIONS

Please include this form with your Investment Authorization, Distribution Request or RMD Cash Distribution form.

For Investment wires:
Fax (650) 745-2929
Email investments@IRAServices.com

For Distribution wires:
Fax (650) 745-1403
Email distributions@IRAServices.com

Regular mail
IRA Services
PO Box 7080
San Carlos, CA 94070-7080

Overnight mail
IRA Services
1160 Industrial Road, Unit 1
San Carlos, CA 94070-4128

IRA SERVICES TRUST COMPANY

INVESTMENT DOCUMENT REQUIREMENTS

Contact Center: (800) 248-8447 | www.IRAServices.com

Important things investors need to know prior to opening their self-directed IRA account with IRA Services Trust Company

To make your initial investment purchase, you are required to submit supporting documents **with** your *INVESTMENT AUTHORIZATION* form. Below is a list of common investment assets and their document requirements. For all other assets not listed below, please call us at (800) 248-8447.

Please ensure that all paperwork is completed correctly prior to submitting to IRA Services Trust Company and that all required paperwork is submitted together with the *INVESTMENT AUTHORIZATION* form.

IMPORTANT: Investments must be registered and/or titled "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]" (Tax ID: 26-2627205)

BROKERAGE ACCOUNT (For publicly traded securities, foreign exchange, commodity exchange, etc.)

- ☐ Brokerage firm's account application form—Please ensure that the firm is able to establish an account under the name of "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]"

CERTIFICATE OF DEPOSIT (CD)

- ☐ CD with Fremont Bank: No additional documentation required. Please ensure that you include the length of the term and the amount to be invested on the Investment Authorization form.
- ☐ CD with another financial institution: Application form provided by financial institution of your choice—Please ensure that the financial institution is able to establish an account under the name of "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]"

HEDGE FUNDS

- ☐ Application form provided by hedge fund manager
- ☐ Subscription Agreement
  - ☐ Investment interest/membership must be registered under "IRA Services Trust Company CFBO: [Investor Name] [IRA Account No.]" with a signature line for IRA Services Trust Company's authorized signer
  - ☐ Subscription Agreement must also include the investor's name and signature
- ☐ IRA Services' Prohibited Transaction Questionnaire

IRA LLC (Private, Single-Member, Family)

- ☐ Operating Agreement (see IRA LLC REQUIREMENTS document)
- ☐ Articles of Organization or Certificate of Formation
- ☐ EIN Confirmation
- ☐ IRA LLC Agreement

PRECIOUS METALS

- ☐ Invoice/purchase contract/order form from precious metals dealer under the name of "IRA Services Trust Company CFBO: [Investor Name] [IRA Account No.]"

You are responsible for finding a precious metals dealer and contacting them to obtain an invoice, purchase contract or order form to be submitted with our Investment Authorization form. All precious metals are to be stored at a facility approved by IRA Services Trust Company (see our Fee Schedule for a list of approved storage facilities and their respective storage fees). For a list of precious metals allowed in an IRA, please see the "Acceptable Precious Metals" document. You may find this on our website, www.IRAServices.com, or call us at (800) 248-8447 to obtain a copy.

PRIVATE PLACEMENTS, LIMITED PARTNERSHIPS, PUBLIC LLCs, NON-PUBLIC PARTNERSHIPS, etc.

- ☐ Subscription Agreement and Private Placement Memorandum
  - ☐ Investment interest/membership must be registered under "IRA Services Trust Company CFBO: [Investor Name] [IRA Account No.]" with a signature line for IRA Services Trust Company's authorized signer
  - ☐ Subscription Agreement must also include the investor's name and signature
- ☐ IRA Services' Prohibited Transaction Questionnaire form

PRIVATE STOCK (Non-publicly traded)

- ☐ Stock purchase agreement/contract
- ☐ IRA Services' Prohibited Transaction Questionnaire form

PROMISSORY NOTES – see attached

PUBLICLY-TRADED SECURITIES (Stocks, Bonds, Mutual Funds)

- ☐ No additional documentation required. Please ensure that you include the stock market symbol and number of shares or amount to purchase on the INVESTMENT AUTHORIZATION form.

REAL ESTATE (Residential, Commercial, Land, Mobile Home, etc) – see attached

REITs (Real Estate Investment Trust)

- ☐ Application form from REIT company

TAX LIENS – see attached

IMPORTANT: Investments must be registered and/or titled "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]" (Tax ID: 26-2627205).

Asset Type	Required Pre-Funding Documents	Required Post-Funding Documents
1. UNSECURED PROMISSORY NOTE		
If borrower is an individual	Investment Authorization with funding instructions Original notarized note* Note servicing agreement (if applicable)	Amortization/payment schedule (if applicable)
If borrower is a business entity	Investment Authorization with funding instructions Copy of notarized note* Copy of assignment of note Documents certifying formation of entity Evidence that the entity is in good standing Prohibited Transactions Questionnaire	Amortization/payment schedule (if applicable)
2. SECURED PROMISSORY NOTE		
If borrower is an individual	Investment Authorization with funding instructions Original notarized note* Note servicing agreement (if applicable)	Amortization/payment schedule (if applicable)
If borrower is a business entity	Investment Authorization with funding instructions Copy of the secured note* Note servicing agreement (if applicable) Documents certifying formation of entity Evidence that the entity is in good standing Prohibited Transactions Questionnaire	Amortization/payment schedule (if applicable)
a.) Secured by Real Estate	Applicable documents listed in Section 2 plus: Copy of deed of trust/mortgage Copy of assignment of deed of trust (if applicable) Copy of note endorsement (if applicable) Evidence that borrower is/will be on the title	Applicable documents listed in Section 2 plus: Recorded deed of trust/mortgage Recorded assignment of deed of trust (if applicable) Executed note endorsement (if applicable)
b.) Secured by Vehicle, Manufactured or Mobile Home	Applicable documents listed in Section 2 plus: Copy of certificate of ownership in borrower's name Registration of title/lien holder to "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]" Evidence that borrower is/will be on the title	Applicable documents listed in Section 2 plus: Executed security agreement Certificate of ownership
c.) Secured by Equipment	Applicable documents listed in Section 2 plus: Copy of UCC filing (if applicable) Evidence that borrower is/will be on the title	Applicable documents listed in Section 2 plus: Executed security agreement Recorded UCC filing (if applicable)
d.) Secured by Company Shares	Applicable documents listed in Section 2 plus: Copy of security agreement (if applicable) Copy of pledge agreement (if applicable) Documents certifying formation of entity Evidence that the entity is in good standing Private Placement Memorandum/Subscription Agreement/Operating Agreement	Applicable documents listed in Section 2 plus: Executed security agreement Stock Certificate (if applicable) Stock Power (if applicable)
e.) Secured by Participation Agreement	Applicable documents listed in Section 2 plus: Copy of participation agreement Evidence that borrower is/will be on the title Documents certifying formation of entity Evidence that the entity is in good standing Private Placement Memorandum/Subscription Agreement/Operating Agreement	Applicable documents listed in Section 2 plus: Executed participation agreement
f.) Secured by Other Collateral	Applicable documents listed in Section 2 plus: Evidence that borrower is/will be on the title Applicable security agreement	Applicable documents listed in Section 2 plus: Executed security agreement Executed certificate of ownership
3. REAL ESTATE	When purchasing real estate, be sure that the third party understands that the buyer is "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]"	
Earnest money/For deposit only	Investment Authorization with funding instructions Purchase Contract or Preliminary Settlement Statement in the name of "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]"	
Purchase/Closing	Investment Authorization with funding instructions Purchase Contract (without deposit) Estimated Closing Statement Preliminary title report Escrow package (if applicable) Loan package (if applicable) Proposed deed with "When Recorded Return To" address listed as: IRA Services Trust Company – PO Box 7080, San Carlos, CA 94070	Recorded Grant Deed Title Insurance Policy
4.) TAX LIEN	Investment Authorization with funding instructions Application for purchase	Tax lien certificate

*Promissory note must outline the following terms, with signature lines for both the borrower and the lender:

- Amount of loan
- Date of issuance
- Interest rate
- Interest compounding period (annual, quarterly, monthly, daily, none)
- Re-payment terms (payments must be sent to IRA Services Trust Co: PO Box 7080, San Carlos, CA 94070)
- Maturity date

Lender must be listed as "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]" (Tax ID: 26-2627205).

REAL ESTATE AND PROMISSORY NOTE INVESTMENT DOCUMENT REQUIREMENTS

IRA SERVICES TRUST COMPANY

Contact Center: (800) 248-8447 | www.IRAServices.com

This document is for informational purposes only. Please keep this for your records.

IMPORTANT: Investments must be registered and/or titled "IRA SERVICES TRUST COMPANY CFBO [INVESTOR NAME] [IRA ACCOUNT NO.]" under Tax ID: 26-2627205.

Asset Type	Required Pre-Funding Documents	Required Post-Funding Documents
1. UNSECURED PROMISSORY NOTE		
If borrower is an individual	Investment Authorization with funding instructions Original notarized note* Note servicing agreement (if applicable)	Amortization/payment schedule (if applicable)
If borrower is a business entity	Investment Authorization with funding instructions Copy of notarized note* Copy of assignment of note Documents certifying formation of entity Evidence that the entity is in good standing Prohibited Transactions Questionnaire	Amortization/payment schedule (if applicable)
2. SECURED PROMISSORY NOTE		
If borrower is an individual	Investment Authorization with funding instructions Original notarized note* Note servicing agreement (if applicable)	Amortization/payment schedule (if applicable)
If borrower is a business entity	Investment Authorization with funding instructions Copy of the secured note* Note servicing agreement (if applicable) Documents certifying formation of entity Evidence that the entity is in good standing Prohibited Transactions Questionnaire	AmortizSation/payment schedule (if applicable)
a.) Secured by Real Estate	Applicable documents listed in Section 2 plus: Copy of deed of trust/mortgage Copy of assignment of deed of trust (if applicable) Copy of note endorsement (if applicable) Evidence that borrower is/will be on the title	Applicable documents listed in Section 2 plus: Recorded deed of trust/mortgage Recorded assignment of deed of trust (if applicable) Executed note endorsement (if applicable)
b.) Secured by Vehicle, Manufactured or Mobile Home	Applicable documents listed in Section 2 plus: Copy of certificate of ownership in borrower's name Registration of title/lien holder to "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]" Evidence that borrower is/will be on the title	Applicable documents listed in Section 2 plus: Executed security agreement Certificate of ownership
c.) Secured by Equipment	Applicable documents listed in Section 2 plus: Copy of UCC filing (if applicable) Evidence that borrower is/will be on the title	Applicable documents listed in Section 2 plus: Executed security agreement Recorded UCC filing (if applicable)
d.) Secured by Company Shares	Applicable documents listed in Section 2 plus: Copy of security agreement (if applicable) Copy of pledge agreement (if applicable) Documents certifying formation of entity Evidence that the entity is in good standing Private Placement Memorandum/Subscription Agreement/Operating Agreement	Applicable documents listed in Section 2 plus: Executed security agreement Stock Certificate (if applicable) Stock Power (if applicable)
e.) Secured by Participation Agreement	Applicable documents listed in Section 2 plus: Copy of participation agreement Evidence that borrower is/will be on the title Documents certifying formation of entity Evidence that the entity is in good standing Private Placement Memorandum/Subscription Agreement/Operating Agreement	Applicable documents listed in Section 2 plus: Executed participation agreement
f.) Secured by Other Collateral	Applicable documents listed in Section 2 plus: Evidence that borrower is/will be on the title Applicable security agreement	Applicable documents listed in Section 2 plus: Executed security agreement Executed certificate of ownership

3. REAL ESTATE	When purchasing real estate, be sure that the third party understands that the buyer is "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]"	
Earnest money/For deposit only	Investment Authorization with funding instructions Purchase Contract or Preliminary Settlement Statement in the name of "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]"	
Purchase/Closing	Investment Authorization with funding instructions Purchase Contract (without deposit) Estimated Closing Statement Preliminary title report Escrow package (if applicable) Loan package (if applicable) Proposed deed with "When Recorded Return To" address listed as: IRA Services Trust Company – PO Box 7080, San Carlos, CA 94070	Recorded Grant Deed Title Insurance Policy
4.) TAX LIEN	Investment Authorization with funding instructions Application for purchase	Tax lien certificate

*Promissory note must outline the following terms, with signature lines for both the borrower and the lender:

- Amount of loan
- Date of issuance
- Interest rate
- Interest compounding period (annual, quarterly, monthly, daily, none)
- Re-payment terms (payments must be sent to IRA Services Trust Co: PO Box 7080, San Carlos, CA 94070)
- Maturity date

Lender must be listed as "IRA Services Trust Company CFBO [Investor Name] [IRA Account No.]"