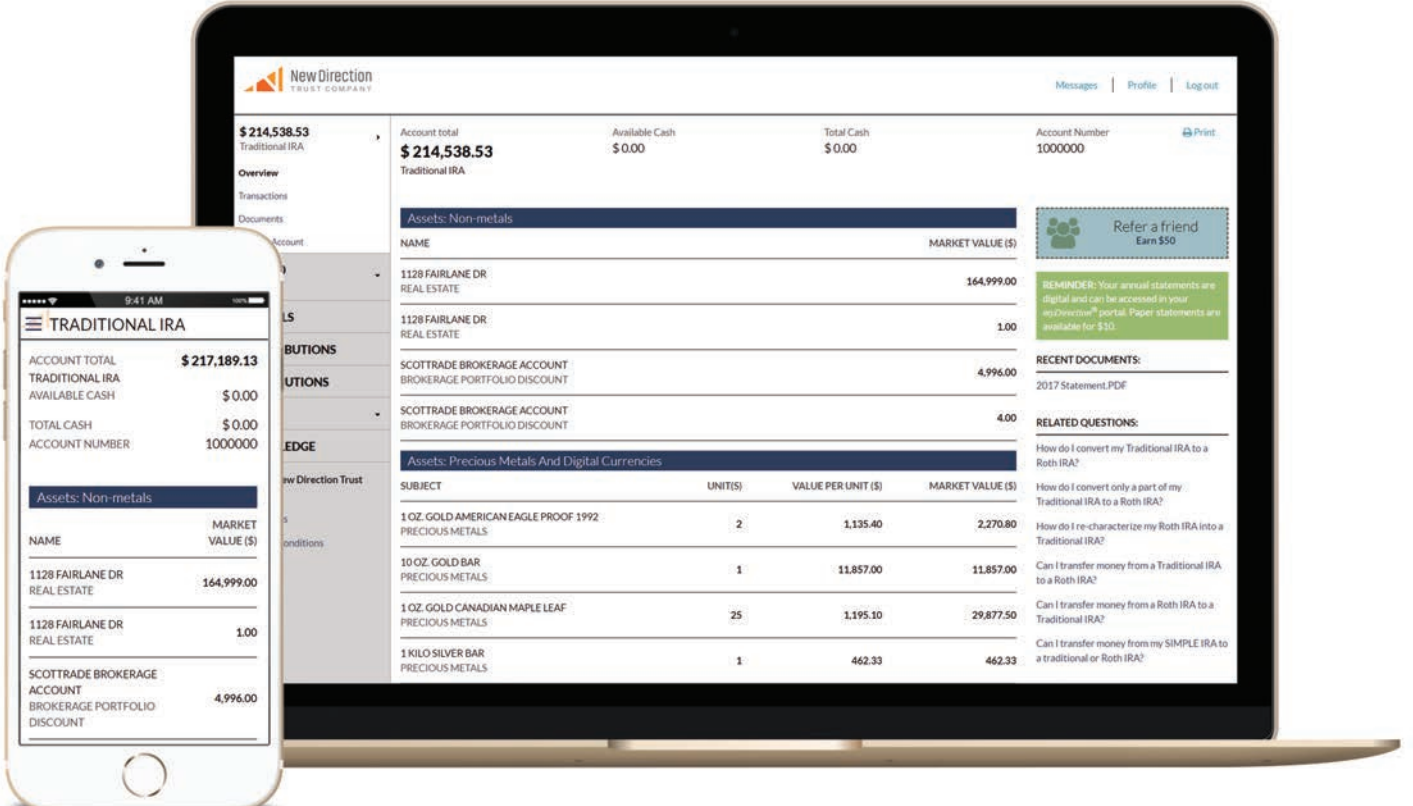


# Real Estate Owner's Guide

Featuring *myDirection*<sup>®</sup>  
ONLINE ACCOUNT ACCESS



The image shows a laptop and a smartphone displaying the myDirection online account access interface for a Traditional IRA. The laptop screen shows the account overview and asset details, while the smartphone shows a mobile-optimized view of the same information.

**Account Overview (Laptop):**

- Account total: \$214,538.53
- Available Cash: \$0.00
- Total Cash: \$0.00
- Account Number: 1000000

**Assets: Non-metals (Laptop):**

NAME	MARKET VALUE (\$)
1128 FAIRLANE DR REAL ESTATE	164,999.00
1128 FAIRLANE DR REAL ESTATE	1.00
SCOTTRADE BROKERAGE ACCOUNT BROKERAGE PORTFOLIO DISCOUNT	4,996.00
SCOTTRADE BROKERAGE ACCOUNT BROKERAGE PORTFOLIO DISCOUNT	4.00

**Assets: Precious Metals And Digital Currencies (Laptop):**

SUBJECT	UNIT(S)	VALUE PER UNIT (\$)	MARKET VALUE (\$)
1 OZ. GOLD AMERICAN EAGLE PROOF 1992 PRECIOUS METALS	2	1,135.40	2,270.80
10 OZ. GOLD BAR PRECIOUS METALS	1	11,857.00	11,857.00
1 OZ. GOLD CANADIAN MAPLE LEAF PRECIOUS METALS	25	1,195.10	29,877.50
1 KILO SILVER BAR PRECIOUS METALS	1	462.33	462.33

**Smartphone View:**

- ACCOUNT TOTAL: \$217,189.13
- TRADITIONAL IRA AVAILABLE CASH: \$0.00
- TOTAL CASH: \$0.00
- ACCOUNT NUMBER: 1000000

**Assets: Non-metals (Smartphone):**

NAME	MARKET VALUE (\$)
1128 FAIRLANE DR REAL ESTATE	164,999.00
1128 FAIRLANE DR REAL ESTATE	1.00
SCOTTRADE BROKERAGE ACCOUNT BROKERAGE PORTFOLIO DISCOUNT	4,996.00

# Table of Contents

## CONGRATULATIONS!

Congratulations on the addition of real estate to your retirement account! We hope your investment will provide your IRA with significant growth. In order to protect your retirement account's tax privileged status, here are some guidelines for managing the new property that it holds.



## MANAGING PROPERTY INCOME

Rent & Note Payments Online!	3
Checks Mailed to NDTCO	5
Automatic ACH Withdrawals	5

## MANAGING PROPERTY EXPENSES

Using <i>myDirection</i> <sup>®</sup> Online Client Portal	6
Payment Authorization Letter	6
HOA, Mortgages, Insurance & All Other	7

## AGREEMENTS

Lease/Rental Agreements	8
Property Manager	8

## SELLING YOUR IRA-OWNED PROPERTY

### IRS RULES

Disqualified Persons	10
Prohibited Transactions	11
Annual Fair Market Valuation	11

### FORMS

Explanation of Forms	12
Real Estate Owner's Checklist	13
Payment Authorization Letter PAL	14
Rent Check Deposit Coupons	15
Property Management Acknowledgement Letter	16
Sell Direction Letter (SDL)	17

# Managing Property Income

## How to manage your property income:

### 1) Rent & Note Payments Online

Your IRA's tenants and borrowers have the option to make rent and note payments online via ACH\* (eCheck) at mydirection.com and it's FREE! All they need to do is click the "Make Payment Now" button.

The screenshot shows the myDirection website interface. At the top, the New Direction TRUST COMPANY logo is displayed. Below the logo, the text "Welcome to myDirection®" is centered. The main content area is divided into two columns. The left column, on a light gray background, contains a login section titled "ALREADY HAVE AN ACCOUNT?" with input fields for an email address (happy@client.com) and a password (represented by dots). Below these fields is a link for "Forgot your password or logging in for the first time? Click Here" and an orange "Login" button. Below the login section is an "OPEN AN ACCOUNT" section with the text "Sign up now to start your Self-Directed IRA!" and an orange "Get Started" button. The right column, on a light blue background, contains a section titled "HAVE IRA INVESTMENT QUESTIONS?" with contact information: a phone number (877.742.1270) and an email address (info@ndtco.com). Below this is an orange button labeled "Learn About Self-Directed IRAs". Further down, a section titled "MAKING A RENT OR LOAN PAYMENT TO AN IRA?" is circled in red. This section contains the text: "Tenants and borrowers can make a secure payment to a New Direction Trust Company account using our online ACH payment feature." and an orange "Make Payment Now" button.

© 2018 New Direction Trust Company | [Terms & Conditions](#) | [Privacy](#)

v2.0.0

\*eChecks will have a 5-business day hold before the funds are available in your account.

# Managing Property Income

The following page will guide your tenants or borrowers through the payment process:



## Make Secure Rent or Note Payment

Please note all deposits that come in after 2:30 pm (mountain standard time) will process the next business day.

### PAYMENT INFORMATION

(all fields required)

If this payment must be sent to multiple accounts, you must submit multiple pages. We will no longer split payments.

### YOUR INFORMATION

(all fields required)

Please contact your bank or credit union to verify that they allow ACH pulls. US banks only: New Direction Trust Company is unable to pull funds from foreign banks. All returned ACH's are subjected to a \$30.00 return fee.

<input type="text" value="Your Name"/>	<input type="text" value="Your Bank Name"/>
<input type="text" value="Your Phone (000-000-0000)"/>	<input type="text" value="Your Bank Account Number"/>
<input type="text" value="Your Email Address"/>	<input type="text" value="Re-enter Your Account Number"/>
<input type="text" value="Payment Amount"/>	<input type="text" value="Enter your 9 digit Routing Number"/>
<input type="text" value="Bank Account Type"/>	<a href="#">+ What is this?</a>

### ADDITIONAL INFORMATION

(optional)

By clicking submit, I hereby authorize New Direction Trust Company to initiate withdrawal entries to my account, indicated above at the banking financial institution named above, and to credit the same such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. \*Please note, the payment could take up to 3 business days to post to your bank account.

© 2018 New Direction Trust Company | [Terms & Conditions](#) | [Privacy](#)

# Managing Property Income

## 2) Checks Mailed to New Direction Trust Company

All income from the property belongs to your IRA. Instruct your renters to make the rent checks payable to your IRA as follows: **NDTCO as custodian FBO Client's Name IRA.**

We cannot deposit any income checks into your IRA that are made payable to you personally. Any such checks will be returned to the renter with correct payee instructions. All checks need to be accompanied by a deposit coupon.

There is a 5-business day hold on incoming rent checks beginning on the date of deposit.

## 3) Automatic ACH withdrawals (aka eCheck)

You have the option to set up automatic rent or note payments with your tenant or borrower using the "Authorization Agreement for Direct Withdrawals" form.

Properties rented to those receiving rental assistance from "Housing Authority" or vacation rental type entities: The "Housing Authorities" or companies like VRBO/AirBnB prefer direct deposits to your IRA via ACH.

**Required ACH format:** CCD or CCD+

ACH must include the client's account number or first and last name, otherwise the ACH will be rejected.

# Managing Property Expenses

## How to manage real estate expenses:

### 1) Using *myDirection*® Online Bill Pay

#### FREE OPTION

You may use the 24/7 bill pay feature on your *myDirection*® portal to request payment *at no cost* for all invoices/bills mailed to you. All invoices/bills (with some exceptions) should be in the name of the IRA, but sent to you, using the “c/o” or “care of” option.

#### \$10 FORWARDED MAIL FEE

Bills are sent to NDTCO and then forwarded to you. A \$10 fee will be charged for mail forwarded, regardless if paid online.

### 2) Payment Authorization Letter (PAL)

The Payment Authorization Letter, or PAL, authorizes NDTCO to process payments for invoices from your IRA. There is a \$10 processing fee associated with each payment processed via PAL.

There are two different ways to complete the PAL:

- **One-Time PAL:** Authorizes NDTCO to process a payment one time.
- **Recurring or “Open” PAL:** Authorizes NDTCO to pay a specific invoice more than once. HOA dues and mortgage payments will be placed on the auto-pay system. These will be paid automatically each month, or as otherwise advised, and there is no check fee associated with these payments. All others (utilities, property taxes, insurance, etc.) will be paid on an “as invoiced” basis and there is a \$10 check fee associated with each payment.

Indicating a payment amount will only authorize NDTCO to pay that specific amount. You have the option to leave the payment amount blank or “open”. This will allow New Direction to process payments as invoices are received without requiring any additional paperwork.

- If a PAYEE is indicated, NDTCO will only have authorization to pay that specific payee.
- Only HOA dues and mortgage payments can be put on auto-pay.

# Managing Property Expenses

## HOA and Mortgages

HOA dues and mortgages are eligible to be set up on auto-pay either online or with a PAL. You must notify NDTCO of any changes in HOA and/or mortgage payment information (amount, address, due date, payee, etc.). Failure to do so may result in late fees and penalties for the IRA to pay.

NOTE: If HOA dues are not paid on time, a lien may be placed on the property.

## Insurance

The IRA should be named insured. Some insurance companies will only put an individual's name as the named insured. If this is the case, they can list you (personally) as the named insured, but they must show that the IRA is the "First Mortgagee" or the "Loss Payee".

In the event of a claim, the check MUST be made payable to the IRA and mailed to NDTCO for deposit. The address shown for the insured is NDTCO's address. DO NOT PAY the insurance bill with personal funds. If an insurance bill is paid outside the closing or not escrowed with a mortgage, submit a payment using the *myDirection*<sup>®</sup> Online Client Portal or with a completed PAL.

## All Other Expenses

Any expenses for your IRA can be paid either with a PAL or using the *myDirection*<sup>®</sup> online bill pay. Invoices/bills should be set up as follows: <Client Last Name, First Name> IRA c/o New Direction Trust Company

# Agreements

## Lease/Rental Agreements

All agreements that need to be signed require your “read and approved” signature in the margins and forwarded to NDTCO. An authorized signer will sign as the owner on behalf of the IRA.

## Property Manager

- Your property manager must know that your IRA owns the property, not you.
- Choose a property manager who is not a “Disqualified Person” or an entity owned by a disqualified person.
- We require a Property Management Agreement and the Property Management Acknowledgement Letter on file at NDTCO. The property management agreement must be signed by NDTCO.
- If a reserve is required by the Property Manager, use a PAL or mydirection.com to fund the reserve account.
- We will need at least a quarterly report from the property manager showing all income and expenses paid for the property.

## Income and Expenses with your Property Management

The property management company may collect rent income for the IRA and forward that income to us periodically. Renters sending their payments to the property manager will make them payable to the property manager; checks to NDTCO must be made payable to your IRA.

Expenses can be sent to your property manager to be paid on your IRA’s behalf.



# Selling Your IRA-Owned Property

1) You choose a broker and he or she prepares a listing contract.

You sign as "Read and Approved" and scan/email or fax it to us for our signature as the seller.

2) You and your broker negotiate the terms and, when met, accept the offer to sell.

- Sign the offer as "Read and Approved" and scan/email or fax it to us.  
Please sign documents as follows:  
On the pages requiring the seller's signature, please write "Read and Approved" and sign your name. IN THE MARGINS. Please leave the seller's signature line blank, so that we can sign on behalf of the IRA.  
On all other pages please write "R & A" and initial, again IN THE MARGINS. This lets us know that you have read each page.  
If there are any other places within the document requiring initials, please write "R & A" and initial in each of those places to indicate that we should initial there as well for the IRA.

If the title company prepared closing documents with signature lines that say "Read and Approved by" with your name, please disregard the above "IN THE MARGINS" and sign on the "Read and Approved" lines.\*\*

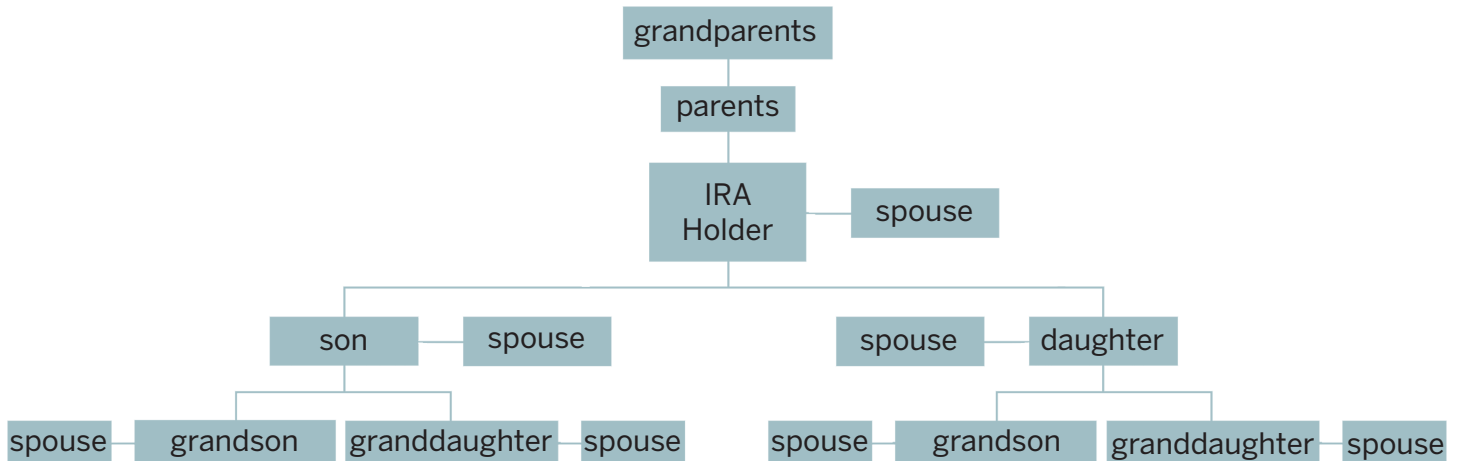
- Complete the Sell Direction Letter and email/fax it to us with the accepted contract.
- We sign the contract and email it back to you.

3) You and your broker negotiate the terms and, when met, accept the offer to sell.

- You receive the closing documents from the title company and review them for accuracy and completeness. You then sign them as "Read and Approved" and scan/email or fax them to us at least 3 business days before closing is scheduled.
- We sign as the seller and email or overnight mail the documents to the title company. We also provide them our wiring instructions with your IRA name and account number indicated.
- The title company wires your proceeds back to your IRA account with us.
- We record your asset on our books as sold.

# IRS Rules

## Disqualified Persons



### Non-disqualified persons include:

- brother
- sister
- brother-in-law
- sister-in-law
- niece
- nephew
- aunt
- uncle
- cousin

### Disqualified persons and entities include:

- The account holder (you)
- The account holder's linear ascendants (parents, grandparents, etc.)
- The account holder's linear descendants (children, grandchildren, etc.) and their spouses
- Fiduciaries to the account (accountants, financial advisors, attorneys, etc.)
- Tax-advantaged savings accounts held by any of the aforementioned individuals
- Businesses or entities owned or controlled by any of the aforementioned individuals
- Other individuals or entities may be disqualified as well. Contact New Direction Trust Company for more information.

# IRS Rules

## Prohibited Transactions

The following actions are considered prohibited transactions and could result in the distribution of this asset from your plan. Prohibited transactions apply to all disqualified persons to your plan.

- Purchase, sell, or exchange assets with the account
- Yield a commission/fee for the purchase, sale, or exchange of assets
- Rent, occupy, or otherwise use property owned by the account
- Personally execute renovations/repairs on property owned by the account
- Retain account earnings on a personal basis
- Cover account expenses with personal, non-account funds
- Use of your IRA's assets as collateral for a personal loan
- Use of your IRA's assets to guarantee credit for a loan on the property
- Buying or selling a property/asset from the place from/to a disqualified person

All expenses for the property are the IRA's responsibility. Never pay any bills with personal funds. Such payments may be considered prohibited transactions, which could jeopardize the tax-advantaged status of your IRA.

## Unrelated Debt-Financed Income (UDFI)

If there is a mortgage on the property—regardless of whether the property is owned directly by your IRA or by a legal entity (such as an LLC or Land Trust) owned by your IRA—you may incur Unrelated Business Income Tax (UBIT). IRS Form 990-T may be required each year, even if the mortgaged property had losses. Please discuss this with your CPA.

When your IRA needs to file a Form 990-T with the IRS, it is necessary to have a tax ID number for that specific IRA. The deadline for filing a 990-T is Tax Day. If your tax professional is unfamiliar with filing Form 990-T, our sister company, IRA Tax Services, is available to help. Their contact number is 303-604-6466.

## Annual Fair Market Valuation

Per IRS regulations, you must submit fair market value (FMV) information for your IRA-owned real estate once per year at a minimum. NDTCO will require the following documentation:

1. Our signed and completed Fair Market Valuation Form
2. Supporting documentation – A property appraiser or another such qualified professional may provide FMV information for private equity positions. FMV information must be affirmed via valid supporting documentation. Advertisements, Schedule K-1s (which report annual earnings or losses, but not fair market values), recorded phone conversations, or emails do not constitute valid supporting documentation.
  - a. Mortgage values for leveraged real estate assets may be reported with a current mortgage statement.
  - b. Zillow documents will require a third-party valuator to sign your Fair Market Valuation form.

Once assembled, you may scan and email these documents to [valuations@ndtco.com](mailto:valuations@ndtco.com), upload them to your *myDirection*® client portal, fax them to 303-665-5962, or mail them to our office.

# Forms

**Payment Authorization Letter (PAL)** - This form directs us to pay expenses for the property.  
Standard Processing: USPS Regular mail. Please allow 8-10 business days for processing.  
Express Processing: FedEx Overnight, \$30 fee

**Rent Check Deposit Coupons** - All checks mailed to NDTCO need to be accompanied with a deposit coupon.

**Property Management Acknowledgement Letter** - A Property Management Acknowledgement Letter identifies the Property Manager and his or her understanding of the IRS requirements.

**Sell Direction Letter (SDL)** - This form directs us to sell the asset/property. Please complete an SDL at the time you accept a contract offer and email it to the Acquisition specialist who is assisting you with the sale.

## **Incoming ACH/Wire Delivery Instructions**

**Authorization Agreement for Direct Withdrawals** - To be completed and signed by tenants/borrowers should they want automatic rent/note payment withdrawals.

## 1. YOUR INFORMATION

Your Name:	New Direction Account Number:
Property Address:	

## 2. EXPENSES

Which of the following expenses need to be paid by your IRA? Please note that any bill attached to the property can NOT be paid by the IRA holder personally under any circumstances. Please add the name and address of where payments will be sent for each type of payment you have marked.

- Mortgage\* \_\_\_\_\_
- HOA \_\_\_\_\_
- Utilities \_\_\_\_\_
- Insurance \_\_\_\_\_
- Taxes (if NOT escrowed in a Mortgage) \_\_\_\_\_
- Property Manager \_\_\_\_\_
- Miscellaneous \_\_\_\_\_
- Improvements \_\_\_\_\_
- Repairs \_\_\_\_\_
- Other \_\_\_\_\_

Please be sure to complete a PAL for each of payment selected above and send to cashmgmt@ndira.com or fax to 303-665-5962.

If you partnered your funds to make the purchase, what % does your IRA own? \_\_\_\_%. Who is your partner? \_\_\_\_\_  
 \_\_\_\_\_ What % do they own? \_\_\_\_%.

\*Mortgages are paid during the last week of the month. For new purchases, please make sure you send a completed PAL by the 15 of the month prior to the first payment's due date.

## 3. YOUR SIGNATURE

I have read the Real Estate Transaction Guide and Owner's Guide and understand that it is my responsibility to ensure that bills and PALS are submitted to New Direction Trust Company for payment in a timely manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Payment Authorization Letter

\* Required Fields

## \* 1. YOUR INFORMATION

\* Your Name: \_\_\_\_\_ \* Account Number: \_\_\_\_\_ \* % of Ownership: \_\_\_\_\_ \* IRA Property Address: \_\_\_\_\_

Must select one:

New/Update

Cancel/Revoke

## \* 2. RECURRING INVOICES

Mortgage  HOA  Utilities

Property Taxes (Property taxes are paid annually.)  Insurance  Other

### One-time Invoices

Other: \_\_\_\_\_

 **Do Not use this form to fund a real estate earnest money deposit or closing. Please use a Real Estate Buy Direction Letter.**

## \* 3. PROCESSING INFORMATION

I understand that processing fees are paid from the IRA in which the property/asset is held.

Pay the invoice via:

Wire (\$30 processing fee. Please request an outgoing wire instruction form from our office.)

Check (\$10 check fee. Fill out address below.)

ACH Transfer (\$5 fee) Payee Routing #: \_\_\_\_\_ Payee Bank Account #: \_\_\_\_\_

Owner of Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Pay to: \_\_\_\_\_ Amount: \_\_\_\_\_

Check Memo: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Options:  Standard Mailing (No charge. Please allow 8-10 business days)  Express Mailing (\$30 shipping fee, FedEx Overnight.)

## \* 4. SIGNATURE

I understand that I am to retain all copies of invoices submitted for payment. I confirm that I am directing New Direction Trust Company "NDTCO", Custodian, to complete this transaction as specified above. I understand that my account is self-directed, and I take complete responsibility for any investment I choose for my account, including the investment referenced in this Payment Authorization Letter. I understand that I am responsible for ensuring that adequate funds are available in my Account to execute this transaction. I understand that funds in the Account may not be immediately available for use to pay expenses and that all non-certified funds are available 5 business days after deposit to Custodian's bank. Funds are available the day following deposit if received by cashiers check, money order, or bank wire. Recurring payments must be for the amount specified in this Payment Authorization Letter, if designated.

The Custodian, NDTCO, is not responsible or liable for late fees assessed on bills due to unavailable funds, late receipt of an invoice/bill or lack of clear instructions on this Payment Authorization Letter. I understand that in processing this transaction the Custodian is only acting as my agent, and nothing will be construed as conferring fiduciary status on either the Custodian.

I agree that the Custodian will not be liable for any investment losses sustained by me or my account as a result of this transaction. I agree to indemnify and hold harmless the Custodian from any and all claims, damages, liability, actions, costs, expenses, including reasonable attorney fees, and any loss to my account as a result of any action taken in connection with this investment transaction or resulting from serving as the Custodian for this investment, including, without limitation, claims, damages, liability, actions and losses asserted by me. I understand that no person at the office of the Custodian has the authority to modify any of the foregoing provisions. I certify that I have examined this Payment Authorization Letter and any accompanying documents or information, and to the best of my knowledge and belief, it is all true, correct and complete. I confirm that I have read and agree with the previous terms and that this payment is for the expenses of the asset held in my plan and does not constitute a prohibited transaction as defined in IRC§ 4975.

\* Signature: \_\_\_\_\_ \* Date: \_\_\_\_\_

# Rent Check Deposit Coupons

**DEPOSIT INFORMATION - INCLUDE THIS SLIP WITH YOUR RENT CHECK**

Client Name:	Deposit Amount: (5 business days are required for checks to clear.) \$	% Ownership*:	
Physical Address:	City:	State:	Zip:

**Make check payable to:** NDTCO as custodian FBO Client's Name IRA

**Mail check to:** New Direction Trust Company, 1070 W. Century Drive, Louisville, CO 80027

\*If there is more than one IRA holder per deposited check, please place all information, including % ownership, on the same coupon



**DEPOSIT INFORMATION - INCLUDE THIS SLIP WITH YOUR RENT CHECK**

Client Name:	Deposit Amount: (5 business days are required for checks to clear.) \$	% Ownership*:	
Physical Address:	City:	State:	Zip:

**Make check payable to:** NDTCO as custodian FBO Client's Name IRA

**Mail check to:** New Direction Trust Company 1070 W. Century Drive, Louisville, CO 80027

\*If there is more than one IRA holder per deposited check, please place all information, including % ownership, on the same coupon



**DEPOSIT INFORMATION - INCLUDE THIS SLIP WITH YOUR RENT CHECK**

Client Name:	Deposit Amount: (5 business days are required for checks to clear.) \$	% Ownership*:	
Physical Address:	City:	State:	Zip:

**Make check payable to:** NDTCO as custodian FBO Client's Name IRA

**Mail check to:** New Direction Trust Company, 1070 W. Century Drive, Louisville, CO 80027

\*If there is more than one IRA holder per deposited check, please place all information, including % ownership, on the same coupon



**DEPOSIT INFORMATION - INCLUDE THIS SLIP WITH YOUR RENT CHECK**

Client Name:	Deposit Amount: (5 business days are required for checks to clear.) \$	% Ownership*:	
Physical Address:	City:	State:	Zip:

**Make check payable to:** NDTCO as custodian FBO Client's Name IRA

**Mail check to:** New Direction Trust Company 1070 W. Century Drive, Louisville, CO 80027

\*If there is more than one IRA holder per deposited check, please place all information, including % ownership, on the same coupon

# Property Management Acknowledgement Letter

## 1. CLIENT INFORMATION

Client Name:		New Direction Account Number:	
Property Address:	City:	State:	Zip:

## 2. PROPERTY MANAGER'S INFORMATION

Property Manager's Name:		Property Manager's Company Name:	
Property Manager's Address:	City:	State:	Zip:

## 3. PROPERTY MANAGER'S ACKNOWLEDGEMENT (Initial all items in the spaces provided showing your intent to comply.)

This property is held within an Individual Retirement Account, the following instructions must be followed to ensure compliance with both IRS requirements and New Direction Trust Company policy.

- \_\_\_\_\_ I understand that the owner of the above-referenced property is: NDTCO as custodian FBO *Client's Name* IRA
- \_\_\_\_\_ I agree to send quarterly property financial statements to: 1070 W. Century Drive, Louisville, CO 80027
- \_\_\_\_\_ I understand that the Taxpayer Identification Number for this property is : 20-0157510 unless notified otherwise.
- \_\_\_\_\_ I agree to accept no payments from the IRA holder's personal bank account into the Property Management Account, as this constitutes a violation of IRS rules.
- \_\_\_\_\_ I agree to provide a true accounting of all monies owing into or out of the property management account to New Direction Trust Company for the above-referenced property on a quarterly basis.
- \_\_\_\_\_ Nothing pertaining to the above-referenced property will be titled in the name of the IRA holder. Utility bills, insurance, real estate taxes and any outside contract work shall be in the name of either the IRA or you.
- \_\_\_\_\_ All payments, income, distributions and/or payoffs for this holding must be sent to New Direction Trust Company under the Internal Revenue Code, it is never acceptable to send funds directly to an IRA holder (or an IRA holder's nominee).
- \_\_\_\_\_ I understand that remitting funds to the IRA holder or a member of his/her family would be a distribution and must be immediately reported to New Direction Trust Company. Such distribution will incur taxes and penalties.
- \_\_\_\_\_ I understand that I can not have any access to any information about the IRA holder's account held at New Direction Trust Company, such information would include cash balance, other assets within the account, beneficiaries etc, without specific written instructions from the IRA holder.
- \_\_\_\_\_ You agree to honor all written instructions from New Direction Trust Company concerning this property.
- \_\_\_\_\_ You agree to inform New Direction Trust Company promptly of any change in address, telephone number, or company status (such as bankruptcy liens, regulatory agency investigations or litigation.)

## 4. PROPERTY MANAGER'S SIGNATURE:

As the property manager, I agree to comply with the above terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 1. ACCOUNT INFORMATION

Your Name:	Account Number:
Phone Number:	Email Address:

## 2. HOW WOULD YOU LIKE TO PAY FOR THE TRANSACTION? (All fees are due at time of transaction.)

Choose One: <input type="checkbox"/> Your Account <input type="checkbox"/> Credit Card	Credit Card Type: (the following are accepted) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card Number: _____ 3 Digit Security Code: _____ Exp. Date: _____ Exact Name on Card: _____ Signature: _____
--	--

## 3. HOW WOULD YOU LIKE US TO PROCESS THE TRANSACTION?

Standard Processing (3 business days)  Express Processing (1 business day rush fee, \$500 for Real Estate and \$250 for Non-Real Estate)  
**Please contact your transaction specialist to see if a rush option is possible.**

Deliver the transaction paperwork via:  Standard Mail  Overnight Mail (\$30 fee applies) **\*All closing documents must be sent via FedEx.**

## 4. TELL US ABOUT THE BUYER (NON REAL ESTATE ASSETS)

Buyer Name:	Buyer Phone Number:	Buyer Email Address:
Buyer Address:	City:	State: Zip:

## 5. TELL US ABOUT THE INVESTMENT YOU WOULD LIKE TO SELL (NON REAL ESTATE ASSETS)

Asset Name:	<input type="checkbox"/> Full Sale (\$95)	<input type="checkbox"/> Partial Sale (\$50)
Quantity: (number of shares, units, % of ownership, etc.)	Price: (Price per shares, units, etc.) \$	Total Sale Price: (quantity times price) \$
Special Instructions:		

## 6. TELL US ABOUT THE REAL ESTATE YOU WOULD LIKE TO SELL (\$250.00 REAL ESTATE SALE FEE)

I hereby authorize and direct the Custodian to SELL the following asset from my account:

Legal Address of Property:	City:	State:	Zip:
Legal Description of Property:	Contract Sales Price: (List sales price. If it changes, please send addendum.)		
Is there any debt financing (mortgage) on this investment? <input type="checkbox"/> No <input type="checkbox"/> Yes	Name of Lender: (If debt financed)		

## 7. WHO IS HANDLING THE REAL ESTATE CLOSING

Escrow/Title Company/ Attorney Name(s):		Contact Name:	
Phone Number:		Email Address:	
Address:	City:	State:	Zip:

## 8. AUTHORIZATION

I confirm that I am directing New Direction Trust Company, Custodian, to complete this transaction as specified above. I understand that my account is self-directed, and I take complete responsibility for any investment I choose for my account, including the investment specified in this Sell Direction Letter. I understand that the Custodian does not sell or endorse any investment products, and that Custodian is not affiliated in any way with any investment provider. I understand that the role of the Custodian is limited, and responsibilities do not include investment selection for my account. I acknowledge that the Custodian has not provided or assumed responsibility for any tax, legal or investment advice with respect to this investment, and I agree that Custodian will not be liable for any loss which results from my decision to sell this investment. I understand that the Custodian has not reviewed or will review the merits, legitimacy, appropriateness or suitability of this transaction, and I certify that I have done my own due diligence investigation prior to instructing the Custodian to execute this transaction for my account. I understand that the Custodian does not determine whether this investment is acceptable under the Employee Retirement Income Securities Act (ERISA), the Internal Revenue Code (IRC), or any applicable federal, state, or local laws, including securities laws. I understand that it is my responsibility to review any investments to ensure compliance with these requirements.

I understand that in processing this transaction the Custodian is only acting as my agent, and nothing will be construed as conferring fiduciary status on the Custodian. I agree that the Custodian will not be liable for any investment losses sustained by me or my account as a result of this transaction. I agree to indemnify and hold harmless the Custodian from any and all claims, damages, liability, actions, costs, expenses (including reasonable attorneys' fees) and any loss to my account as a result of any action taken in connection with executing this transaction or resulting from serving as Custodian for this investment, including, without limitation, claims, damages, liability, actions and losses asserted by me.

I understand that if this Sell Direction Letter and any accompanying documentation are not received as required, or, if received, are unclear in the opinion of the Custodian, or if there is insufficient Undirected Cash in my account to fully comply with my instructions to execute this transaction and to pay all fees, the Custodian may not process this transaction until proper documentation and/or clarification is received, and the Custodian will have no liability for loss of income or appreciation.

I understand that my account is subject to the provisions of Internal Revenue Code (IRC) §4975, which defines certain prohibited transactions. I acknowledge that the Custodian has not made or will make any determination as to whether this transaction is prohibited under §4975 or under any other federal, state or local law. I certify that executing this transaction will not constitute a prohibited transaction and that it complies with all applicable federal, state, and local laws, regulations and requirements. I understand that I am responsible for confirming that no "disqualified person" with respect to my account will benefit from this investment in any way which is prohibited by IRC §4975.

I understand that my account is subject to the provisions of IRC §511-514 relating to Unrelated Business Taxable Income (UBTI) of tax-exempt organizations. If this investment generates UBTI, I understand that I will be responsible for preparing or having prepared the required IRS Form 990-T tax return and any other documents that may be required. I understand that the Custodian does not make any determination of whether or not investments in my account generate UBTI.

I understand that the Custodian does not review or approve any documents regarding the execution of this transaction. I represent that I have done my own due diligence on the execution of this transaction.

I understand that my investment in the Entity may be subject to the Plan Asset Regulations (29 C.F.R. § 2510.3-101) and Interpretive Bulletin 75-2 (29 C.F.R. § 2509.75-2) issued by the U.S. Department of Labor. If these regulations apply to this investment, the Entity is disregarded for purposes of the prohibited transaction rules of IRC §4975, and officers, directors, managers and the like may become fiduciaries of my account. I represent that I understand the Plan Asset Regulations and Interpretive Bulletin 75-2 or I have consulted with competent legal counsel regarding these regulations and their potential application to the Entity prior to making my investment decision.

I understand that all communication regarding this transaction must be in writing and must be signed by me or by my authorized agent on my behalf, and that no oral modification of my instructions will be valid. I understand that no person at the office of the Custodian has the authority to modify any of the foregoing provisions. I certify that I have examined this Sell Direction Letter and any accompanying documents or information, and to the best of my knowledge and belief, it is all true, correct and complete.

**Transactions with insufficient funds will not be processed until sufficient funds are received. If fees are being deducted from your account, the full amount of the transaction plus fees must be available before your transaction can be processed.**

**I declare that I have examined this document, including accompanying information, and to the best of my knowledge and belief, it is true, correct and complete.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please read the disclosure above the signature line before signing and dating.*

## FOR INTERNAL OFFICE USE ONLY:

Ret To: _____	Bal: _____	<input type="checkbox"/> Sig Check
Cusip: _____	Fee Option and Invoice Cycle: _____	
<input type="checkbox"/> RTN <input type="checkbox"/> Innovest	T Code: _____	<input type="checkbox"/> FRL <input type="checkbox"/> Scan for Funding
Admin Fee: \$ _____	Transaction Fee: \$ _____	Payment Fee: \$ _____
Other Fee: \$ _____	Total Fee: \$ _____	
Fund Date: _____	Amount Funded: \$ _____	