New Direction TRUST COMPANY

Sell Direction Letter

New Direction Trust Company
1070 W. Century Drive
Louisville, CO 80027
p: 303-546-7930 | f: 303-665-5962

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:

☐ Your Account
☐ Credit Card

Credit Card Type: (the following are accepted) ☐ Visa ☐ MasterCard ☐ 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: ☐ Full Sale ($95) ☐ 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? ☐ No ☐ Yes	Name of Lender: (If debt financed)		

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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: ____________________ ☐ Sig Check
Cusip: ______________________________ Fee Option and Invoice Cycle: ____________________________

☐ RTN ☐ Innovest T Code: ________ ☐ FRL ☐ Scan for Funding
Admin Fee: $________________ Transaction Fee: $________________ Payment Fee: $________________
Other Fee: $____________________ Total Fee: $________________
Fund Date: ______________________________ Amount Funded: $_________________________________