



# IRA LLC INVESTMENT AUTHORIZATION

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.

Return by regular or overnight mail: 221 South Phillips Avenue, Suite 206, Sioux Falls, SD, 57104  
Fax: 605-415-4296 | E-mail: investment@IRAFinancialTrust.com | For inquiries, call: 800-472-1043 or visit IRAFINANCIALTRUST.COM

## A. IRA OWNER IDENTIFICATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	PHONE NO.	ACCOUNT NUMBER
_____	_____	_____	_____	_____

## B. INVESTMENT INSTRUCTIONS Prior to releasing your funds we may contact you for verbal confirmation of these instructions.

STANDARD EXPEDITED SERVICE (1-2 Business Days)      PREMIUM EXPEDITED SERVICE (24 Hours - If Possible)

Read the Instruction sheet prior to electing any expedite services. In checking either of these boxes, you acknowledge and accept the terms and fees associated with these services.

**Change Request:** Check this box if this request is a modification of a prior request.

CUSTODIAL USE ONLY

Verified by: \_\_\_\_\_ On: \_\_\_\_/\_\_\_\_/\_\_\_\_

LLC Name: \_\_\_\_\_

**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: \$ \_\_\_\_\_

**When to Purchase:** (select one)      Purchase one-time only as soon as possible (default)      Purchase beginning on or after (mm/dd/yy): \_\_\_\_\_

## C. DOCUMENT REQUIREMENTS Your request will not be processed if you do not provide the required documents with this form.

- LLC Articles of Organization
- LLC EIN/TIN
- Executed LLC Operating Agreement

## D. 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:

- Regular Mail
- Overnight Mail (via FedEx) (overnight delivery fee + cost applies)
- Charge cost of overnight delivery to:
- FedEx Account #: \_\_\_\_\_
- If no account # is provided, it will be charged to your IRA account

LLC Name & Address (must not be a bank address\*):

LLC Name: \_\_\_\_\_

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

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

\*We no longer mail checks to bank addresses.

## E. ACKNOWLEDGMENT, AUTHORIZATION & PARTICIPANT SIGNATURE

I hereby acknowledge that I am solely responsible for the investment instructions I am making. 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. I acknowledge that I am solely responsible for the success or failure of this investment. I acknowledge that if I do not provide a notarized signature, IRA Financial 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 A 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 Financial Trust Company account.

IRA Owner Signature \_\_\_\_\_

Date (mm/dd/yy) \_\_\_\_\_



# IRA LLC INVESTMENT AUTHORIZATION INSTRUCTION SHEET

## HOW TO SUBMIT YOUR INVESTMENT INSTRUCTIONS\*:

- Fax: 650-415-4296
- Email: [investment@IRAFinancialTrust.com](mailto:investment@IRAFinancialTrust.com)
- Regular mail: IRA Financial Trust Company – 221 South Phillips Avenue, Suite 206, Sioux Falls, SD, 57104

## 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 see **Section C** below). 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.**

## A. IRA OWNER IDENTIFICATION

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

## B. INVESTMENT INSTRUCTIONS Not sure how to complete this section? Please call us at 800-473-1042

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

**Please only send one request as multiple identical requests may cause a delay in fulfilling your request.** If you wish to modify your original request, be sure to check the "Change Request" box in Section B of the form. Our turnaround time is 3-5 business days, unless you request expedited service (at an additional cost).

**Expedited Service:** Check the appropriate box if you would like expedited service. All required documents must be submitted at the same time as the INVESTMENT AUTHORIZATION form. Turn around times for expedited service assumes that your request is complete, approved, and the required funds are available. Refer to the FEE SCHEDULE & FINANCIAL DISCLOSURE for the applicable fees for expedited services.

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

**Asset Name:** Enter the name of the LLC.

**Amount to Purchase:** You may enter an exact amount or select all available cash. 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.

## C. DOCUMENT REQUIREMENTS

- LLC ARTICLES OF INCORPORATION
- LLC EIN/TIN
- Executed LLC Operating Agreement

## D. 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 LLC 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.

## E. ACKNOWLEDGMENT, AUTHORIZATION & PARTICIPANT SIGNATURE

Please sign the line indicating "IRA Owner Signature", and fill in the date you signed it.