



The Entrust Group

Self-Directed Retirement Plan Services

The IRA Card CheckingSM

Transaction Guide



Welcome to the IRA Card CheckingSM Transaction Guide

Inside this guide, you'll find information that you'll need if you choose to use the IRA Card CheckingSM for transactions on your Entrust self-directed account.

Form Submission Instructions:
 Upon completion of the IRA Card CheckingSM Transaction Authorization form, fax form and supporting documents to:
 Fax:
 Mail:

 Attention: Client Services

For all transactions in your account, we are required to file supporting documentation with the IRS . To find out what you have to do, simply look up the type of transaction that you are considering, and all required actions and documentation are indicated.

Prior to the purchase of goods or cash withdrawals, sufficient funds must be available in your IRA Card CheckingSM account. If paying with an IRA CheckSM, please indicate asset the purchase relates to and your Entrust account number in the memo field of the check.

Add funds to your IRA Card CheckingSM

Transaction Description	Required Documents
You already have an IRA Card Checking SM , and would like to transfer money from your un-invested IRA cash balance to your IRA Card Checking SM .	Complete the <i>IRA Card CheckingSM Transaction Authorization Form</i> : <ul style="list-style-type: none"> • Complete sections 1 and 2 B. Sign and date the form. • Mail or fax your form to your local office. • Please allow two business days from the request date before the funds will be available. Requests to make changes (including adding and removing funds) to your IRA Card CheckingSM may only be made on business days.

Transfer funds from your IRA Card CheckingSM to your IRA

Transaction Description	Required Documents
You have money in your IRA Card CheckingSM that you would like to transfer to your un-invested IRA cash balance .	Complete the <i>IRA Card CheckingSM Transaction Authorization Form</i> : <ul style="list-style-type: none"> • On the form, complete sections 1 and 2 C. Sign and date the form. • Mail or fax your form to your local office. • Please allow two business days from the request date before the funds will be available. Requests to make changes (including adding and removing funds) to your IRA Card CheckingSM may only be made on business days.

Purchase of Goods for the IRA - *Please note that sufficient funds must be available in your IRA Card CheckingSM prior to any purchases.*

Transaction Description	Required Documents
Your IRA owns real property that may need repair. Under IRS code, you are not allowed to utilize your personal non-IRA funds to make those repairs as this would be considered a contribution. The IRA Card Checking SM provides an alternative solution to utilize the available cash within the IRA to pay for the repairs. The IRA Card SM or IRA Card Checks may be used at a supplier of goods, or to pay for services connected to the real estate asset in your IRA.	Complete the <i>IRA Card CheckingSM Transaction Authorization Form</i> (use one form for each property): <ul style="list-style-type: none"> • Complete sections 1 and 2 A, including the description of the purchase. Sign & date the form. • Mail or fax your form to your local office within 30 calendar days of transaction. • Remember to attach the original receipt or contractor invoice for labor to the <i>IRA Card CheckingSM Transaction Authorization Form</i>. The invoice must contain a property address or certification for services rendered, amount, date and the contractor's information at a minimum.

Return Purchase of Goods

Transaction Description	Required Documents
<p>If an item is returned to the merchant, your IRA Card CheckingSM will be credited for the amount of the return. No action is required for an equal exchange.</p> <p>We recommend that all IRA CardSM purchase transactions be conducted as a signature-based transactions. This allows for merchandise returns. For signature based transactions, select the credit option when swiping your card at a merchant.</p>	<p>Complete the <i>IRA Card CheckingSM Transaction Authorization Form</i>:</p> <ul style="list-style-type: none"> • Complete sections 1 and 2 A, including the area for return. Sign and date the form. • Mail or fax your form to your local office within 30 calendar days of the transaction. • If your IRA Card CheckingSM was credited, no further action is needed except what is noted above. • If you received cash back, send a personal check along with the completed <i>IRA Card CheckingSM Transaction Authorization Form</i> and the original receipts for the purchase and return to your local office. The check will be credited back to the IRA. The funds will be credited to the un-invested cash in your IRA, NOT your IRA Card CheckingSM. To have the funds returned to the IRA CardSM account, be sure to complete Section (B) of the <i>IRA Card CheckingSM Transaction Authorization Form</i>. Returning the funds to the account will NOT be considered as a contribution. Do not deposit funds directly to your IRA Card CheckingSM account, as this will be considered a contribution to your IRA.

Earnest Money Deposit

Transaction Description	Required Documents
<p>When a person or entity (buyer) makes an offer to buy residential real estate, the buyer will generally sign a contract and pay a sum acceptable to the seller by way of a deposit, or earnest money. Most offers to buy a house are accompanied by a check referred to as the earnest money deposit to show the seller that the buyer intends to purchase the property. If you wish to purchase real estate in your IRA, you may use your IRA Card CheckingSM to pay for the deposit.</p>	<p>Agree on a purchase price and the amount of the earnest money deposit</p> <p>Complete the <i>IRA Card CheckingSM Transaction Authorization Form</i>:</p> <ul style="list-style-type: none"> • Complete sections 1 and 2 A. Sign and date the form. • Mail or fax your form to your local office. • Attach the sale contract to the form. The sale contract should read: ADMINISTRATOR NAME FBO: YOUR NAME AND IRA ACCOUNT NUMBER.

Purchasing Property at a Tax Sale

Transaction Description	Required Documents
<p>Payments for tax liens must be made at the time of purchase. Usually, the county conducting the tax lien auction may require payment in full at the time of purchase. Some may allow the payment to be made within a set time frame - such as 48 hours. Check with your local county for specific parameters surrounding these types of purchases.</p>	<p>Make your purchase using the IRA Card CheckingSM to pay off the tax liens.</p> <p>Complete the <i>IRA Card CheckingSM Transaction Authorization Form</i>:</p> <ul style="list-style-type: none"> • Complete sections 1 and 2 A. • Mail your form to your local office. • Attach a copy of your purchase receipt from county or tax lien authority and your original credit receipt to the form. The tax lien should be vested: ADMINISTRATOR NAME, FBO YOUR NAME AND IRA ACCOUNT NUMBER. Remember to submit the form and receipts within 30 calendar days of the transaction.

Stop Payment on an IRA Card CheckSM

Transaction Description	Required Documents
<p>To place a stop payment on an IRA Card CheckSM (for any reason).</p>	<ul style="list-style-type: none"> • Complete sections 1 and 2 D on the <i>IRA Card CheckingSM Transaction Authorization Form</i>. • Mail or fax your form to your local office.

Promissory Notes

Transaction Description	Required Documents
<p>With an IRA Card CheckingSM account, your IRA may loan money to a “qualified”, unrelated person. To accomplish this, withdrawal available funds from the IRA Card CheckingSM account by using the IRA CardSM at an ATM. Or, issue an IRA Card CheckSM drawn against the available funds in your IRA Card CheckingSM.</p>	<ul style="list-style-type: none"> • Compose a promissory note in writing between the IRA account and borrower. The “payee” on the promissory note should be: <ul style="list-style-type: none"> - Administrator’s name (<i>the legal name of the local Entrust office where your account is held</i>) FBO (YOUR NAME & IRA #). • To pay for the promissory note, issue an IRA Card CheckSM and give the check to the service provider. <ul style="list-style-type: none"> OR • Withdraw the funds at an ATM (more than one withdrawal may be necessary due to ATM withdrawal limits) and give the funds to the service provider. • Complete the <i>IRA Card CheckingSM Transaction Authorization Form</i> sections 1 and 2 C. Sign and date the form. • Mail your form to your local office within 30 calendar days of the transaction. Be sure to attach the original promissory note (keep a copy for your records) with original signature(s) and the ATM withdrawal receipt(s), if applicable.

Labor/Contractor Services

Transaction Description	Required Documents
<p>You may need to hire someone to fix, maintain or enhance property for any real estate property owned by your IRA. Once the proper arrangements have been made with approved non-disqualified individual(s) or company, the work can be initiated and services may be paid using your IRA Card CheckingSM.</p>	<p>Complete the <i>IRA Card CheckingSM Transaction Authorization Form</i>.</p> <ul style="list-style-type: none"> • Issue an IRA Card CheckSM and give it to the service provider. <ul style="list-style-type: none"> OR • Withdraw the funds at an ATM (more than one withdrawal may be necessary due to ATM withdrawal limits) and give the funds to the service provider. • Complete sections 1 and 2 A, including the description of the purchase. Sign and date the form. • Mail or fax your form to your local office within 30 calendar days of transaction. • Remember to attach the original receipt or contractor invoice for labor to the <i>IRA Card CheckingSM Transaction Authorization Form</i>. (The receipt or certification must contain a property address or certification, services rendered, amount, date and the contractor’s information at a minimum).

IRA Contribution using your IRA Card CheckingSM

Transaction Description	Required Documents
<p>You would like to make a contribution to your IRA using your IRA Card CheckingSM.</p>	<p>Make the deposit to your IRA Card CheckingSM by ATM deposit, ACH (Automated Clearing House) or wire. Once the deposit has been made, please complete the IRA Card CheckingSM Transaction Authorization Form 1 and 2E and send it to your local office.</p>

IRA Rollover or Transfer using your IRA Card CheckingSM

Transaction Description	Required Documents
<p>You would like to rollover or transfer funds from another IRA to your Entrust IRA using your IRA Card CheckingSM.</p>	<p>Make the deposit to your IRA Card CheckingSM by ATM Deposit, ACH or wire. Once the deposit has been made, please complete the IRA Card CheckingSM Transaction Authorization Form 1 and 2E and send it to your local office.</p>

Close/Cancel IRA Card CheckingSM

Transaction Description	Required Documents
<p>Close or cancel your IRA Card CheckingSM</p>	<p>Complete the <i>IRA Card CheckingSM Transaction Authorization Form</i>:</p> <ul style="list-style-type: none"> • Complete sections 1 and 2 D. Sign and date the form. • Fax or mail your form to Your local office.

Form submission instructions:

Upon completion of the IRA Card CheckingSM Transaction Authorization form, fax or mail the form and supporting documents to your local Entrust office at:

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