



**Documents Required  
Checklist  
(Private Stock)**

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These documents are needed to efficiently complete the transactions. Any delays or incomplete documentation can result in the application of hourly charges to the client and delays in closing. Any exceptions need to be documented and must be approved in writing by the administrator. Once the documents have been prepared, please fax all documents to 973.302.8622. If you have any questions regarding the documents, please call us at 215.283.2868.

**To Be Supplied By You via Fax 973.302.8622**

- Buy Direction Letter completed
- Operating Agreement, Partnership Agreement and Subscription Agreement  
(Operating agreement and partnership must be initialed and signed\*. If there is a subscription, please complete it and fax it along with the other paperwork)
- Signed Private Placement Disclaimer
- Wire Instructions

\* A letter stating you have read and approved each required document may be substituted for signing each document especially if additional signature space is not available.

**Please note:**

- Documents listed above must be received at least 48 hours prior to funding**
- Funding can only occur if documents are complete and vested appropriately**
- All vesting to read EntrustCAMA FBO [Your Name] IRA Account #\_\_\_\_\_**

**For Example: EntrustCAMA FBO John Smiths IRA Acct# 123456 or  
John Smiths Profit Sharing Plan FBO John Smiths Acct# 123444**



**For office use only**

**Note – Indicate whether this direction letter:**

- is the original  supersedes the direction letter sent on date: \_\_\_\_\_/time: \_\_\_\_\_  
 is the original faxed on this date \_\_\_\_\_ / time: \_\_\_\_\_ to FAX number \_\_\_\_\_

If you will be using funds from other accounts and/or qualified plans administered by us, please use separate Buy Direction Letters for each IRA and/or qualified plan. You may photocopy this form for this use.

**Administrator:** Entrust CAMA Self-Directed IRA, LLC, of Pennsylvania

The name of the company that performs record keeping and administration of your plan on behalf of custodian named in the account application.

**Form Instructions:**

1. Please complete General Asset Information section.
2. Locate your asset type within this document and complete that section.
3. Sign and date this form, and return the original signed copy to your local Entrust office.
4. Maintain a copy for your records.

**General Asset Information**

<b>1. Name</b> (as it appears on your account application)	<b>2. Account number</b>

**2. Escrow/Title Co./Attorney(s)** Entity(ies) responsible for closing the transaction between account and the Seller. If multiple entities, please include all names. Include contact names, phone and fax numbers.

**I hereby authorize and direct the administrator and/or custodian to BUY the following asset for my account:**

**3. Asset name, description or property address.** Describe the asset here. Provide the full physical address which appears on the current deed or tax records (if purchasing real estate, notes) or the name that the seller provides in a prospectus or offering. If stocks, bonds, or other securities, please include the CUSIP or ticker symbol.

**4. Transaction fees to be paid by:** All fees due at time of transaction. If no indication is made, fees will be deducted from your uninvested cash balance if available.

<b>Choose One:</b> <input type="checkbox"/> Your Account <input type="checkbox"/> Check	<input type="checkbox"/> <b>Credit Card</b> Card Type: _____ Card Number: _____ Exact Name on Card: _____ Security Code: _____ Expiry Date: _____ Signature: _____
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**5. Delivery instructions.** Please provide complete delivery instructions for your payment, including name, address, city, state and zip. Incomplete instructions will delay payment for your asset, or misdirect funds. Such instructions are supplied by the seller of the asset.

**Choose One**  **Wire** (Please complete wiring instructions)  **Make check payable to** Payee/Seller \_\_\_\_\_

Payee/Seller Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**A. Real Estate Complete this section if purchasing real estate**

<b>A1. A.P.N #/legal description:</b> If used, must agree with documents we will sign on your accounts behalf. Please attach legal description, if needed.	<b>A2. Total purchase price (contract price)</b> The total purchase amount of the property minus settlement and other charges. If this changes, please send in addendum to update this information. Additional Settlement Charges may be listed on Escrow Instructions.	<b>A3. Deposit amount</b> (Funded by the Administrator to Escrow) The amount you would like us to fund into an escrow account for the purchase of this property. This amount will appear on your settlement statement. Do not fund escrow from personal funds, as this may be a disqualifying event. \$ _____
<b>A4. Percentage of ownership %</b> Percentage for this account.	<b>A5. Is the property to be mortgaged?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, complete a Payment Authorization.	

**B. Notes Complete this section if making a note purchase**

**I hereby authorize and direct the administrator and/or custodian to BUY the following asset for my account:**

- Buy existing note  Create new note  Carry back from a real estate sale  Unsecured note  
 Note secured by \_\_\_\_\_

<b>B1. Borrower(s) name(s)</b> If more than one borrower, include all names.	<b>B2. Borrower's address</b> Address where payment coupons/borrower notices are sent.
<b>B3. Telephone no.</b> Borrower's telephone number	<b>B4. Social security number of payor</b> Payor's S.S.N. for Mortgage Interest (1098 Purposes)

**B5. Property address** *If this note is secured by a piece of property, please provide the physical address which appears on the current deed or tax records.*

<b>B6. Your percentage of ownership of this note</b>	<b>B7. Purchase price</b>	<b>B8. Note amount</b> <i>Face amount of Note.</i>
%		\$

**B9. Principal balance** *For existing note:* **B10. Frequency**

\$  Monthly  Annually  Interest Only  Amortized  Other

**B11. Interest Rate** **B12. Payment amount** **B13. Maturity date** *Including extensions*

**B14. Name, address and phone number of loan servicer** ( check if none):

**B15. Administrator MUST be in receipt of the original note prior to funding.**

**B16. All vestings to read**

FBO \_\_\_\_\_ Account# \_\_\_\_\_  
*e.g. Your Name (For Example ABC Administration FBO John Doe, Account #0000) (John Jones Profit Sharing Plan FBO John Jones Account #0000)*

**C. General Buy Direction Authorization - Complete this section if purchasing assets other than real estate or notes**

<b>C1. Quantity</b> <i>(Number of shares, units, etc.)</i>	<b>C2. Price</b> <i>(Per number of shares, units, etc.)</i>	<b>C3. Total purchase price</b> <i>(Quantity times price)</i>
	\$	\$

**D. Prior to funding, all transaction documents must be notated "read and approved" with your signature and date.** *(For example, subscription documents, real estate closing documents, promissory notes.)*

I understand that my account is self-directed and that the Administrator and Custodian named in the disclosure statement received when the account was established will not review the merits, legitimacy, appropriateness and/or suitability of any investment in general, including, but not limited to, any investigation and/or due diligence prior to making any investment, or in connection with my account in particular. I acknowledge that I have not requested that the Administrator and/or Custodian provide, and the Administrator and/or Custodian have not provided, any advice with respect to the investment directive set forth in this Buy Direction Letter. I understand that it is my responsibility to conduct all due diligence, including, but not limited to, search concerning the validity of title, and all other investigation that a reasonably prudent investor would undertake prior to making any investment. I understand that neither the Administrator nor the Custodian 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 neither the Administrator nor the Custodian is a "fiduciary" for my account and/or my investment as such terms are defined in the IRC, ERISA, and/or any applicable federal, state or local laws. I agree to release, indemnify, defend and hold the Administrator and/or Custodian harmless from any claims, including, but not limited to, actions, liabilities, losses, penalties, fines and/or claims by others, arising out of this Buy Direction Letter and/or this investment, including, but not limited to, claims that an investment is not prudent, proper, diversified or otherwise in compliance with ERISA, the IRC and/or any other applicable federal, state or local laws. In the event of claims by others related to my account and/or investment wherein Administrator and/or Custodian are named as a party, Administrator and/or Custodian shall have the full and unequivocal right at their sole discretion to select their own attorneys to represent them in such litigation and deduct from my account any amounts to pay for any costs and expenses, including, but not limited to, all attorneys' fees, and costs and internal costs (collectively "Litigation Costs"), incurred by Administrator and/or Custodian in the defense of such claims and/or litigation. If there are insufficient funds in my account to cover the Litigation Costs incurred by Administrator and/or Custodian, on demand by Administrator and/or Custodian, I will promptly reimburse Administrator and/or Custodian the outstanding balance of the Litigation Costs. If I fail to promptly reimburse the Litigation Costs, Administrator and/or Custodian shall have the full and unequivocal right to freeze my assets, liquidate my assets, and/or initiate legal action in order to obtain full reimbursement of the Litigation Costs. I also understand and agree that the Administrator and/or Custodian will not be responsible to take any action should there be any default with regard to this investment.

I am directing you to complete this transaction as specified above. I confirm that the decision to buy this asset is in accordance with the rules of my account, and I agree to hold harmless and without liability the Administrator and/or Custodian of my account under the foregoing hold harmless provision. I understand that no one at Administrator and/or Custodian has authority to agree to anything different than my foregoing understandings of Administrator's and/or Custodian's policy. If any provision of this Buy Direction Letter is found to be illegal, invalid, void or unenforceable, such provision shall be severed and such illegality or invalidity shall not affect the remaining provisions, which shall remain in full force and effect. For purposes of this Buy-Direction Letter, the terms Administrator and Custodian include The Entrust Group, its agents, assigns, joint ventures, licensees, franchises, affiliates and/or business partners. 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.

## Private Placement Instruction Letter for Account Owner

**Account Owner Name:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Name of Entity for Investment:** \_\_\_\_\_

**Name of Administrator or Record keeper:** **EntrustCAMA** (*Administrator/ Record Keeper*) has received instructions from the above referenced Account Owner concerning an investment in the above named entity through his or her Account. The account to be invested is referred to in this document as the "Account", regardless of whether it is a retirement account under Internal Revenue Code (the "IRC") §401, §408 or §408A, a Coverdell Education Savings Account under IRC §530, or a Health Savings Account under IRC §223. The following instructions must be followed to ensure compliance with both IRS requirements and The EntrustCAMA policy

1) All vesting's to read: **EntrustCAMA** FBO [*your name*] IRA Account Number

2) EntrustCAMA requires the employer identification number (the E.I.N.) for the entity being invested in. Please provide us this information for our records prior to our funding this investment. Do not use the Account Owner's personal social security number with respect to this investment for any purpose.

If the Account is an investor to which a K-1 or similar tax document will be issued, please use the following E.I.N.: 20-1307892

If the Account is a 100% owner of the entity, the entity must apply for its own E.I.N. It is not permitted under EntrustCAMA policy to use the E.I.N. listed above for any purpose other than the issuance of a K-1 or similar tax document to the Account.

3) Contact information and the correct mailing address for this investment should be listed as follows in your records:

**EntrustCAMA Self Directed Retirement Plans:**  
1018 N. Bethlehem Pike Ste 203 F (PO Box 205)  
Spring House, PA, 19477

**Phone (215) 283 2868 Fax: (973) 302 8622**

All notices concerning the investment in the entity should be sent to the Administrator at the above address, with a copy to the Account Owner. Any questions pertaining to the Account should be referred to the Administrator.

4) Original stock certificates, membership certificates or other proof of ownership showing the proper vesting must be sent to and held by the Administrator listed in paragraph 3 on behalf of the custodian and the Account.

5) Because of federal privacy laws the Administrator is not able to answer third party inquiries about the Account unless the Account Owner has filed with the Administrator an original Interested Party Designation or Limited Power of Attorney, with the signature(s) either notarized or Medallion Guaranteed, giving the person making the inquiry authority to obtain information on the Account.



- 6) The Administrator must be provided with a fair market value of the Account's interest in the entity by January 15th of each year, in a form acceptable to the Administrator. The Administrator, acting on behalf of the custodian, is required to send the Account Owner a year end account statement by January 31 each year showing the value as of December 31 of the prior year. This valuation information is also reported to the IRS on Form 5498. The fair market value information is needed in order to complete that reporting.
- 7) All payments, income, distributions or payoffs for this investment must be sent to the Administrator for the benefit of the Account. Under the Internal Revenue Code, it is never acceptable to send funds directly to the Account Owner (or the Account Owner's nominee or designee).
- 8) As the owner of the investment on behalf of the Account, the Administrator (who is acting on behalf of the custodian in this respect) must be notified promptly of any change in address, telephone number, or company status (such as bankruptcy filings, regulatory agency investigations or litigation).
- 9) If the Account Owner dies, requests a distribution of the asset, converts the IRA to a Roth IRA, obtains a divorce in which the Account is awarded to the Account Owner's former spouse, or changes the custodian or administrator of the Account, it may be necessary to change the ownership and address listed as the investor in the entity. In any of these events, the Administrator, the Account Owner, or the successor to a deceased Account Owner in the case of death, will provide written notice of any such change. You will be required to change your records to reflect the new information at that time.
- 10) In the event that future capital contributions to the entity are required or desired (and provided the Account Owner determines that the capital call is not a prohibited transaction under Internal Revenue Code §4975 and there are sufficient funds in the Account), all funds must come from the Account. The Account Owner may not advance funds on behalf of the Account.
- 11) The Account Owner may not personally guarantee on behalf of the Account any indebtedness of the entity to a third party nor may the Account Owner guarantee any indebtedness of the Account to the entity.
- 12) If the entity will operate a business or own debt financed property and is a pass through entity for federal income tax purposes, the Account may owe unrelated business income tax (UBIT) on any profits from the investment. Neither the custodian nor the Administrator nor The Entrust Group nor any affiliate of The Entrust Group will prepare or file IRS Form 990T or any similar state tax filing on behalf of the Account. The Account Owner is responsible for causing these forms to be prepared and filed. Any taxes due must come from funds belonging to the Account and not from the Account Owner.
- 13) If this investment is for accredited investors only, the Account Owner, in his or her capacity as the beneficiary of the Account, must sign any required accredited investor certifications.
- 14) If the Plan Asset Regulations apply to this investment, the Account will be deemed to own not only shares in the entity itself but also a pro rata share of the underlying assets of the entity for purposes of the prohibited transaction rules of Internal Revenue Code §4975. A review of the prohibited transaction rules, the Plan Asset Regulations (29 C.F.R. §2510.3-101) and Interpretive Bulletin 75-2 (29 C.F.R. §2509.75-2) is strongly encouraged so that you will know which assets need to be evaluated and how to conduct the evaluation, with respect to the existence or absence of a prohibited transaction. If a prohibited transaction occurs, the Account is treated as having been distributed to the Account Owner as of January 1 of the year in which the prohibited transaction occurs. Additional penalties may apply to other disqualified persons who participated in the prohibited transactions.



**EntrustCAMA**  
Self-Directed Retirement Plan Services

**Private Placement  
Instruction Letter**  
for Account Owner

15) Neither the custodian, nor the Administrator or Record keeper for the Account, nor The Entrust Group or any agent, affiliate or designee of The Entrust Group will review or complete the subscription agreement, by-laws, operating agreement, partnership agreement, or trust agreement, as applicable, other than to verify that the ownership of the asset is vested correctly, the mailing address and employer identification number (E.I.N.) are correct, and the amount of the investment matches the buy direction letter from the Account Owner. The Account Owner is responsible to make sure the entity is not formed and will not operate in a way that violates the prohibited transaction rules of Internal Revenue Code §4975. If you have any questions regarding these instructions, feel free to contact the Administrator as noted in paragraph 3. Please be aware that neither the custodian, nor the Administrator or Record keeper for the Account, nor The Entrust Group or any agent, affiliate or designee of The Entrust Group is able to provide tax, legal or investment advice on this or any other issue. I acknowledge receipt of the Private Placement Instruction Letter and agree to provide to the administrator or record keeper named on the instruction letter the required documents and information.

**PLEASE SIGN AND MAIL THIS FORM TO ENTRUSTCAMA OFFICE.**

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Signature of Account Owner Date