



Real Control. Real Choice. Real Wealth

IRA/401(k) Investment in Private Placement Instructions

Account Owner:

Name: _____

Account Number: _____

Name of Entity for Investment: _____

Custodian/Administrator: RealTrust IRA Alternatives, LLC ("*RealTrust*")

RealTrust has received instructions from the above-referenced Account Owner concerning an investment in the above-named entity through his or her IRA/401(k) 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.

The following instructions must be followed to ensure compliance with both IRS requirements and RealTrust policy:

1) Vestings to read:

A) IRA's: "RealTrust IRA Alternatives, LLC FBO _____ IRA Account # _____"
(Account Owner)

B) 401(k)'s: " _____ 401(k) Plan & Trust FBO _____ Participant Account # _____"
(Account Owner)

2) *RealTrust* requires the Employer Identification Number (E.I.N.) for the entity being invested in. Please provide us this information for our records prior to our funding this investment.

Please 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 Trust E.I.N.: **72-1578822**.

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 *RealTrust* policy to use the Trust 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:

Attn: **RealTrust IRA Alternatives, LLC**
Address: 312 E. Trow Avenue, Suite 201
P.O. Box 69
Chelan, WA 98816
Phone: (509) 888-8100

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

4) Original stock certificates, membership certificates or other proof of ownership showing the proper vesting must be sent to and held by *RealTrust* on behalf of the Custodian and Account.

5) Because of federal privacy laws *RealTrust* is not able to answer third party inquiries about the Account unless the Account Owner has filed with *RealTrust* 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) *RealTrust* must be provided with a fair market value of the Account's interest in the entity by **January 5th** of each year, in a form acceptable to *RealTrust*. *RealTrust* is required to send the Account Owner a year end account statement by January 31 each year showing the fair market 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 necessary to complete the Form 5498 reporting.

7) All payments, income, distributions or payoffs for this investment must be sent to *RealTrust* for the benefit of the Account. Under the Internal Revenue Code, it is not acceptable to send funds directly to the Account Owner (or the Account Owner's nominee or designee).

8) As the Holder of the investment on behalf of the Account, *RealTrust* 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, *RealTrust*, the Account Owner, or the successor to a deceased Account Owner in the case of death, will provide written notice of any such change and the pertinent records must be changed 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 personal funds on behalf of the Account.

11) The Account Owner may not personally guarantee on behalf of the Account any indebtedness of the entity in favor of a third party nor may the Account Owner guarantee any indebtedness of the Account in favor of 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 income or profits from the investment. *RealTrust* does not prepare or file IRS Form 990T or any similar state tax filings on behalf of the Account. The Account Owner is responsible for causing these forms to be prepared and filed. Any taxes due must be paid from funds belonging to the Account and not come from the Account Owner personally.

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.

15) *RealTrust* does not review or complete the subscription agreement, articles of incorporation, 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 asset purchase directive from the Account Owner. The Account Owner is responsible to make sure the entity is formed properly and will operate in a way that does not violate the prohibited transaction rules of Internal Revenue Code §4975.

If you have any questions regarding these instructions, feel free to contact *RealTrust* and/or your Account Manager as noted in paragraph 3. Please be aware that *RealTrust* does not provide tax, legal or investment advice on this or any other matter.

I acknowledge receipt of this Private Placement Instruction Letter and agree to provide *RealTrust* with the required documents and information prior to funding of the contemplated investment.

PLEASE SIGN AND RETURN THIS FORM TO THE *REALTRUST* OFFICE AT YOUR EARLIEST CONVENIENCE.

_____, Account Owner

Date : _____