



Action Steps Required Prior to Funding an Unsecured Note (401k)

Real Choice. Real Control. Real Wealth.

Because the contemplated Private Loan will be held in a Self-Directed 401(k) Account, the following instructions must be followed to ensure compliance with both regulatory requirements and RealTrust IRA Alternatives, LLC (RealTrust) policies. These instructions are designed to help our office in efficiently completing your transaction.

****Any delays or incomplete documentation may result in a delay of funding or closing**
RealTrust requires all documents be submitted to our office at least 48 hours prior to funding**

Documents Required Prior to Funding:

- Completed Asset Purchase Directive, signed by the 401(k) Plan Participant
- Acknowledgement Form (attached hereto) signed by the Borrower and 401(k) Plan Participant
- Wire Transfer Instructions or Funding Check mailing instructions (for Loan funding)
- Original, fully-executed Promissory Note

All Vesting to Read:

_____ 401(k) Plan & Trust., fbo (*Plan Participant name here*), Account # (*Client Account # here*)

All investments will be vested using the 401(k) Plan Trust Tax ID #, NOT the client's Social Security Number.

EXAMPLE of Signature lines:

(All documents the 401(k) Plan Lender is required to sign MUST be signed by 401(k) Plan Trustee, unless express signature authority has been granted to the Plan Participant.)

_____ 401(k) Plan & Trust fbo (Plan Participant name here), Account # (*Client's Account # here*)

By: _____

Date: _____

_____, Trustee



**PRIVATE LOAN INSTRUCTIONS
AND ACKNOWLEDGEMENT (401k)**

Real Choice. Real Control. Real Wealth.

Date: _____

Borrower: _____

401(k) Plan Participant: _____ 401(k) Plan & Trust FBO _____, Acct# _____
(Employer Sponsor's Name) Plan Participant)

Administrator: Foundation Trust Company, LLC
Record-Keeper: RealTrust IRA Alternatives, LLC

RealTrust IRA Alternatives, LLC ("RealTrust") has received a request from the above-referenced 401(k) Plan Participant (hereinafter, "Lender") concerning such Lender's intent to make a Private Loan using 401(k) funds held in the subject Account. As the contemplated Private Loan is to be held in a 401(k) Account, the following instructions must be followed to ensure compliance with both IRS requirements and RealTrust policies.

Please initial all items in the spaces provided below to evidence your intent to comply with these instructions; sign and return this form to RealTrust; retain a copy of this letter for your files.

_____ **All loan-related documents must be submitted at least 48 hours prior to funding.**

_____ **Vesting on the Promissory Note and related documentation shall be as follows:**

_____ 401(k) Plan & Trust FBO _____, Acct# _____
(Employer Sponsor's Name) (Plan Participant)

_____ **The original Promissory Note and original Security Agreement (e.g. – Deed of Trust), properly recorded (as applicable), shall be administered by Foundation Trust Company, LLC, via RealTrust IRA Alternatives, LLC, Record-Keeper.**

_____ **All payments, income, distributions and/or payoffs for the subject Promissory Note and Security Agreement must be sent to RealTrust.**

**Make checks payable to RealTrust IRA Alternatives FBO _____, Acct # _____
(Plan Participant)**

**Mailing Address is: RealTrust IRA Alternatives, LLC
P.O. Box 69
Chelan, WA 98816**



**PRIVATE LOAN INSTRUCTIONS
AND ACKNOWLEDGEMENT (401k)
(continued)**

Real Choice. Real Control. Real Wealth.

Under pertinent law, it is generally unacceptable for an Account Holder to receive funds directly.

Should that happen, Account Holder agrees to indemnify and hold RealTrust IRA Alternatives, LLC and Foundation Trust Company, LLC harmless as against all liability concerning IRS compliance.

If you have any questions concerning the subject Private Loan, including, but not limited to, the manner of making or receiving payments or distributions, please contact your IRA Specialist at RealTrust directly. You agree to honor all written instructions from RealTrust concerning changes in asset registration and the subject 401(k) Account/Plan.

You agree to inform RealTrust promptly of any change in address, telephone number, or financial status (such as bankruptcy filings, regulatory agency investigations or litigation).

RealTrust does not generate an amortization schedule for private loans, therefore, you acknowledge and agree to include a payment voucher with every loan payment, which will reflect the interest and principal reduction amount; otherwise RealTrust will be unable to accurately post interest income and principal balance reductions.

Acknowledged by Borrower: _____ Date: _____

Acknowledged by Plan Participant: _____ Date: _____