

THE EQUITY TRUST COMPANY

ONE-TIME BILL PAY

DIRECTION OF INVESTMENT

WHEN TO USE THIS FORM



To initiate a one-time bill payment for any of the following reasons for an investment within your Self-Directed Individual Retirement Account, Coverdell Educational Savings Account, Health Savings Account, or 401(k).

- Real Estate Taxes
- Utility Bills
- Property Repairs
- Mortgage Payments

If the bill in question is not listed above, please contact a Client Service Specialist for assistance. Our specialists can be reached Monday through Friday, from 8:30 a.m. to 7:00 p.m., Eastern Time.

Do not use this form for distributions, investment funding, or closing costs.

Please be sure to include a copy of the bill to be paid when submitting this document.

INSTRUCTIONS AND GUIDELINES



This Direction of Investment (DOI) form provides all of the information necessary to make a bill payment request. This request is necessary before a bill can be paid using a self-directed retirement account. Please be sure the following 3 items have occurred before this DOI is returned to Equity Trust:

- The Equity Trust Company retirement account has been established.
- Funds are available to pay this bill.
- The investment associated with this payment has been successfully processed.

FEES AND PROCESSING TIMES



FEES:

- \$50.00 fee for Expedited Processing Service
- \$30.00 fee for Wiring Funds
- \$10.00 fee for Cashiers Check
- \$18.00 fee for Overnight (required for Cashiers Checks)
- \$5.00 Document processing fee for any documents requiring a notary
- No charge for normal processing

PROCESSING TIMES:

- Expedited processing service requests will generally be completed in approximately 1 business day unless corrections are required
- Normal processing is 3 business days
- For more information regarding processing times, please refer to section 2 of this form.

SUBMISSION OPTIONS



BY FAX:

Normal Processing (440) 366-3751
Expedited Processing Service (440) 366-3756*

*Any forms sent through this fax line will be charged the \$50 Expedited Service Fee.

OVERNIGHT:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

REGULAR MAIL:

Equity Trust Company
P.O. Box 1618
Elyria, OH 44036

BY E-MAIL:

help@trustetc.com

eVANTAGE:

LOG ONTO eVANTAGE NOW to pay bills under \$1,000
Website Address: <https://forms.trustetc.com/eVantage>

CONTACT INFORMATION



PHYSICAL ADDRESS:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

PHONE #:

(440) 323-5491

WEBSITE:

www.trustetc.com

For assistance, please contact a member of your First Class Service Team at:

TOLL FREE:

(877) 693-8208

Or e-mail questions to:

E-MAIL:

help@trustetc.com

DO NOT FAX OR MAIL THIS COVER PAGE

