

EQUITY TRUST COMPANY

SIGNATURE

DIRECTION OF INVESTMENT

WHEN TO USE THIS FORM



Submit a Signature Direction of Investment (DOI) to instruct Equity Trust Company to sign documents on behalf of your account. **This form cannot be used to fund an investment.**



INSTRUCTIONS AND GUIDELINES

When completing the Signature Direction of Investment form please follow these guidelines:

- Documents submitted for signing must be related to an existing Investment Reference Number (IRN) in your account.
- Each document that requires signing must be listed individually, by name in **Section 4** of the Signature Direction of Investment form.

If you need assistance please contact your First Class Service Team.

FEES AND PROCESSING TIMES



FEES:

- \$50.00 fee for Expedited Processing Service
- \$18.00 fee for Overnight
- \$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 one business day unless corrections are required
- Normal processing is three business days



SUBMISSION OPTIONS

BY FAX:

Normal Processing (440) 366-3752
Expedited Processing Service (440) 366-3756*

*All faxes to this line automatically generate a \$50 charge to your account.

OVERNIGHT:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

REGULAR MAIL:

Equity Trust Company
P.O. Box 1409
Elyria, OH 44036

BY E-MAIL:

help@trustetc.com

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

1 LIST YOUR ACCOUNT OWNER INFORMATION

ACCOUNT OWNER NAME		ACCOUNT NUMBER	
ADDRESS	CITY	STATE	ZIP CODE
E-MAIL ADDRESS		PRIMARY DAYTIME PHONE NUMBER	
FAX NUMBER		SECONDARY DAYTIME PHONE NUMBER	

2 PROCESSING PREFERENCE (CHECK ONE OPTION)

- EXPEDITED PROCESSING SERVICE (\$50.00)**
 Expedited processing requests will generally be completed in approximately one business day unless corrections are required.
- NORMAL PROCESSING SERVICE (NO CHARGE)**
 Normal processing requests will be completed in approximately three business days unless corrections are required.

NOTE: Funds must be available for processing fees. To pay by credit card contact your First Class Service Team.

Processing begins on the business day paperwork is received, if it is received before 10:00 a.m. Eastern Time. If paperwork is received after 10:00 a.m. Eastern Time, administrative processing will start the next business day. If the investment requires any corrections, investment processing will stop until the proper corrections have been made. In order for investment processing to resume on the day it was stopped, corrections must be submitted before 12:00 noon Eastern Time that business day.

3 ASSET INFORMATION

Equity Trust Company can only sign documents for assets that already exist in your account. Please provide the IRN and asset description below that corresponds with the documents listed in section 4.

INVESTMENT REFERENCE NUMBER*	ASSET DESCRIPTION
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*The IRN number can be found on your statement or by logging into your eVANTAGE account. Here is an example of what the IRN numbers may look like: 10070046 or A183742

4 DOCUMENTS TO BE SIGNED

Each document that requires signing must be listed individually, by name. If more lines are necessary attach a separate sheet titled "Addendum A" and be sure it is signed by the account owner.

LIST THE TITLE(S) OR NAME(S) OF THE DOCUMENT(S) THAT REQUIRE SIGNING	
1)	4)
2)	5)
3)	6)

DOCUMENT PROCESSING FEES The Document Processing Fee is \$5.00 for documents requiring a notary.

MAIL AND/OR FAX SIGNED DOCUMENTS: (SEND DOCUMENTS USING ONE OR BOTH OPTIONS)

MAIL	MAIL TO			
	ADDRESS	CITY	STATE	ZIP CODE
	<input type="checkbox"/> Send Overnight Mail (\$18.00)		<input type="checkbox"/> Send Regular Mail	
FAX	ATTENTION		FAX NUMBER	

SIGN & DATE

X
X
 Signature of Account Owner/Beneficiary Date
 Signature of Custodian Date

