

THE EQUITY TRUST COMPANY

INVESTMENT PAYMENT COUPONS

GENERAL GUIDELINES

The following coupon must be remitted with all investment payments in the form of a check or wire.

- Additional coupons can be obtained 24 hours a day, 7 days a week by visiting the client forms page of our website, www.trustetc.com/forms. Or by contacting your First Class Service Team Monday - Friday 8:30 am to 7:00 pm EST.
- Print customized investment payment coupons by logging onto eVANTAGE at <https://forms.trustetc.com/eVantage>.

IF SENDING DOCUMENTS FOR SAFEKEEPING

- Please be sure to include the IRN and account number on the coupon. NOTE: All documents must be recorded or notarized (if applicable) before submitted.

FEES

- \$30.00 fee for funds received by wire



CHECK INSTRUCTIONS

MAKE CHECKS PAYABLE TO:
ETC Custodian FBO "Account Owner's Name" IRA.
Include Account Number above dollar amount

John Smith 1001 Lake Blvd Cleveland, OH 44035	DATE: 06/01/07	CHK # 00-00000000
PAY TO: ETC Custodian FBO John Smith, IRA	Acct # 12345	\$ 3,000
Three Thousand and -----00/100		
MEMO: IRN # 10070046	<i>John Smith</i>	

Include the Investment Reference Number (IRN) on the memo line of the check. *Here are examples of what an IRN number may look like: 10070046 or A183742*

SUBMISSION OPTIONS

BY FAX:

(440) 366-3751

BY E-MAIL:

help@trustetc.com

OVERNIGHT:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

REGULAR MAIL:

Equity Trust Company
P.O. Box 1439
Elyria, OH 44036



WIRING INSTRUCTIONS

- Please complete the INVESTMENT PAYMENT COUPON on the following page and **SUBMIT PRIOR TO THE WIRE BEING SENT**. Wires received without prior notification may cause delays in processing.
- The \$30 incoming wire fee will automatically be deducted from the account.
- If you wish to pay the wire fee by credit card, please contact your First Class Service Team for further assistance.

Wiring Funds to Equity Trust:

- **Wire to:** United Western Bank
Denver, CO 80202
ABA: 102089534
- **For Credit to:** Equity Trust Company
Elyria, OH 44035
Account #: 5838000304
- **For Further Credit:** Account Owner's Name
IRA Account Number

CONTACT INFORMATION

PHYSICAL ADDRESS:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

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

TOLL FREE:

(877) 693-8208

PHONE #:

(440) 323-5491

Or e-mail questions to:

E-MAIL:

help@trustetc.com

WEBSITE:

www.trustetc.com



DO NOT FAX OR MAIL THIS COVER PAGE

EQUITY TRUST COMPANY

P.O. BOX 1439 • ELYRIA, OHIO 44036 • PHONE: (877) 693-8208 • FAX: (440) 366-3751 • WWW.TRUSTETC.COM • EMAIL: HELP@TRUSTETC.COM

Investment Payment Coupon

Account Owner Name _____

Please DO NOT staple or tape coupon to the check

Account Number _____

Investment Reference Number _____

Payment Amount _____

Check Number _____

Payment Type

___ Rent/Lease

___ Note

___ Dividend/Interest

___ Original Documents for Safekeeping Attached
Investment Reference Number (IRN) must be included

___ Other (Specify) _____

Does the payment reduce the value of the asset?

___ Yes, this is a full payoff; please remove the asset from my account.
There will be an \$8 fee for the return of original documents via certified mail

___ Yes, this is a partial payoff;

NEW ASSET VALUE: \$ _____

___ No, do not change the value of the asset

___ No, these funds were not used for purpose intended

Make Checks Payable To:

ETC Custodian FBO "Account Owner's Name" IRA. *Please include your Account Number and IRN Number on the check.*

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