

## General Sell Direction Instructions

### Form Use

Use this form when selling an investment NOT collateralized by real estate.

If you need assistance completing the forms, please call us at:

**888-322-6534 option 1**

### Fees and Processing

Asset sell fee: \$50

Incoming Wire fee: \$30

Overnight delivery: \$30 *(if requested)*

Expedited review fee: \$100  
*(if requested)*

IRAR processing time: 2-3 Days

### Submission Options

 **Email**  
forms@iraresources.com

 **Fax**  
858-459-6565

 **Mail**  
IRA Resources, Inc.  
100 Pringle Ave, Suite 650  
Walnut Creek, CA 94596

### IMPORTANT

You must have enough funds in your account to cover the sale of the investment and transaction fees. Lack of funds will delay your sale.

### Instructions

It is important that all sell documentation is properly titled/vested in the name of the IRA.

**Example:** IRAR Trust FBO [Client Name, Account#]

Use IRAR Trust Co. information when a seller's Tax ID or physical address is required on the documents.

**IRAR Trust Co. Tax ID: 83-1624780**

IRA Resources, Inc.

100 Pringle Ave, Suite 650

Walnut Creek, CA 94596

**Do not sign the documents where a seller's signature is required.**

IRAR must sign all documentation for the sale on behalf of the client's account. Mark all applicable documents and acknowledge as "read and approved" before submitting to IRAR.

**Example:** *Read and Approved: John Doe*

Have sales proceeds payable to:  
IRAR Trust FBO [Client Name, Account#]

### Required Documentation For Transaction

All Sell Direction Letters must be accompanied by supporting documentation.

**Example:**

Investment in Cattle: *Purchase Contract or Agreement*

**NOTE:** IRA Resources may reject the Sell Direction Letter if we identify that you are engaging in a prohibited transaction. These include, but are not limited to:

- Receiving compensation or reimbursement from the investment sale
- Self-dealing
- Selling to a disqualified party

See **IRS Code 4975** for information on prohibited transactions.

# General Sell Direction Letter

## 1. ACCOUNT OWNER INFORMATION

Full Name <i>(as it appears on your account application)</i>	Account Number	Account Type
		<input type="checkbox"/> Traditional <input type="checkbox"/> Roth <input type="checkbox"/> SEP <input type="checkbox"/> SIMPLE <input type="checkbox"/> HSA <input type="checkbox"/> ESA
Email Address	Daytime Phone Number	

## 2. REVIEW AND PROCESSING

How Do You Want IRAR to Review Your Transaction? <i>(NOTE: The review request does not guarantee the completion of the transaction)</i>	
<input type="checkbox"/> Normal Review Request  <i>Documents are reviewed within approximately 2-3 business days</i>	<input type="checkbox"/> Expedited Review Request (\$100)  <i>Documents are reviewed within one (1) business day if received before noon (PST). Any documents received after noon (PST) will be reviewed by close of next business day</i>

## 3. TRANSACTION ACKNOWLEDGEMENT

Read the Information Below and Initial to Acknowledge
<ul style="list-style-type: none"> <li>Any disqualified party to the IRA may not receive compensation for providing services on this transaction, see <a href="#">IRS Code Section 4975</a></li> <li>If the buyer is an entity, its members cannot be disqualified persons or have had interest in the entity</li> </ul>
Initial Here: → _____ By initialing, I acknowledge that I have read and understand the transaction information above

## 4. INVESTMENT INFORMATION

Indicate if This is a Partial or Complete Sale, and Complete the Investment Details		
<input type="checkbox"/> <b>Partial Sell</b> <i>Affects the principle balance of investment</i>	<input type="checkbox"/> <b>Complete Sell</b> <i>Asset to be removed</i>	
Investment Name <i>(example: name of LLC, joint venture, private placement, etc.)</i>	Percentage of Ownership	
	%	
<b>4.1 Alternative Investment Type</b>		
<input type="checkbox"/> Private Placement	<input type="checkbox"/> Unsecured Promissory Note	Other:
<input type="checkbox"/> LLC/LP/Partnership	<input type="checkbox"/> Secured Promissory Note <i>(non-real estate only)</i>	
	If Secured, Collateralized by:	
Quantity <i>(number of shares, units, etc.)</i>	Price <i>(per share, units)</i>	Total Sell
	\$	\$
<b>4.2 Transaction Details</b> <i>(please check box that applies)</i>		
<input type="checkbox"/> Sale proceeds have already been received by IRAR. (Skip to Section 6.)	<input type="checkbox"/> Investment entity is sending proceeds. Apply to my account upon receipt. (Skip to Section 6)	
Do you want IRAR to send a copy of this form to the investment entity? <input type="checkbox"/> Yes (Proceed to Section 5) <input type="checkbox"/> No (Skip to Section 6)		



IRA RESOURCES, INC.

QUESTIONS? 888 322 6534
SUBMIT FORM: forms@iraresources.com

858 459 6565 fax

General Sell Direction Letter

5. DOCUMENT DELIVERY INSTRUCTIONS

How Would You Like IRAR to Send the Sell Documentation?
Form with checkboxes for First Class Mail, Email, Fax, and FedEx Overnight Delivery. Includes fields for Provider Full Name, Email Address, Phone Number, Street Address, City, State, and Zip.

6. FUNDING INSTRUCTIONS

Indicate How IRAR Will Receive The Funds (please provide these options to buyer):
Form with checkboxes for Check and Incoming Wire Transfer. Includes bank information for Citizens Business Bank and mailing address for IRA Resources.

7. PAYMENT OF IRAR FEES

How Will You Pay for Transaction Fees?
Form with checkboxes for Debit IRAR Account and Credit Card. Includes fields for Credit Card Type, Name, Card Number, Expiration Date, Security Code, Billing Address, City, State, and Zip. Includes a signature line and date field.



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## 8. ACCOUNT OWNER SIGNATURE AND ACKNOWLEDGEMENT

Prior to the completion of the sale, all transaction documents must be notated "read and approved" with your signature and date.

IRAR Trust Company is acting solely as a passive custodian to hold retirement account assets and in no other capacity. IRAR Trust Company will not review the merits, legitimacy, appropriateness, and/or suitability of any investment in general, including but not limited to: any investigation and/or due diligence prior to making any investment, or in connection with my account. I acknowledge that I have not requested that IRAR Trust Company provide, and IRAR Trust Company has not provided, any advice with respect to the investment directive set forth in this Sell Direction Letter. I understand that it is my responsibility to conduct all due diligence, including but not limited to: any and all investigation that a reasonably prudent investor would undertake prior to making or selling any investment. I understand that IRAR Trust Company will not determine whether this investment is acceptable under the Employee Retirement Income Securities Act (ERISA), the Internal Revenue Code (IRC), or any applicable federal, state, or local laws, including securities laws. I understand that it is my responsibility to review the risks associated with this investment and performed the due diligence I deemed necessary on the investment itself to ensure compliance with these requirements. I also understand and agree that IRAR Trust Company will not be responsible to take any action should there be any default regarding this investment.

I understand that IRAR Trust Company is not a "fiduciary" for my account and/or my investment as such terms are defined in the IRC, ERISA, and/or any applicable federal, state, or local laws. I agree to release, indemnify, defend, and hold IRAR Trust Company, and its respective officers, directors, managers, members, employees, agents, owners, representatives, affiliates, and successors harmless from any claims, including, but not limited to, actions, liabilities, losses, penalties, fines, and/or claims by others, arising out of this Sell Direction Letter and/or this investment, including but not limited to: claims that an investment is not prudent, proper, diversified, or otherwise in compliance with ERISA, the IRC and/or any other applicable federal, state, or local laws. In the event of claims by others related to my account and/or investment wherein IRAR Trust Company is named as a party, IRAR Trust Company shall have the full and unequivocal right at their sole discretion to select their own attorneys to represent them in such litigation and deduct from my account any amounts to pay for any costs and expenses, including but not limited to: all attorneys' fees, costs, and internal costs (collectively "Litigation Costs"), incurred by IRAR Trust Company in the defense of such claims and/or litigation. If there are insufficient funds in my account to cover the Litigation Costs incurred by IRAR Trust Company, on demand, I will promptly reimburse IRAR Trust Company the outstanding balance of the Litigation Costs. If I fail to promptly reimburse the Litigation Costs, IRAR Trust Company shall have the full and unequivocal right to freeze my assets, liquidate my assets, and/or initiate legal action in order to obtain full reimbursement of the Litigation Costs.

I am directing you to complete this transaction as specified above. I confirm that the decision to sell this asset is in accordance with the rules of my account, and I agree to hold harmless and without liability IRAR Trust Company under the foregoing hold harmless provision. I understand that no one at IRAR Trust Company has authority to agree to anything different than my foregoing understandings of IRAR Trust Company's policy. If any provision of this Sell Direction Letter is found to be illegal, invalid, void, or unenforceable, such provision shall be severed and such illegality or invalidity shall not affect the remaining provisions, which shall remain in full force and effect. I declare that I have examined this document, including accompanying information, and to the best of my knowledge and belief, it is true, correct and complete.

If fees are being deducted from your account, the full amount of the fees must be available before your transaction can be processed.

IRAR Trust Company does not provide tax, legal, or investment advice. It does not endorse or recommend any agent, company, or specific investment. Any information communicated by IRAR Trust Company is solely for educational purposes and should not be construed as tax, legal, or investment advice. Consultations with tax, legal, and investment professionals is advised prior to making any decisions regarding your account.

I have read and understand the disclosure above.

Signature	Date
➔	

## Submission Options

FAX	EMAIL	MAIL
(858) 459-6565	forms@iraresources.com	IRA Resources 100 Pringle Ave, Suite 650 Walnut Creek, CA 94596