

INSTRUCTIONS & GUIDELINES

Use this form in conjunction with the invoice provided by the Dealer to instruct Equity Trust Company to process purchases, liquidations or exchanges of precious metals within your Equity Trust account. Such investments include:

- American Eagle gold, silver and platinum coins.
- Other coins as allowed under Internal Revenue Code Section 5408(m)(3).
- Other precious metal products that meet the minimum fineness requirements and are manufactured by a NYMEX or COMEX approved refiner/assayer.

Please do not use this form to authorize investment transactions in publicly-offered investments, private stocks, private limited partnerships, private LLCs, promissory notes, trust deeds, real estate contracts, real estate or other privately-offered or nonstandard assets.

CANCELLATIONS

In the event that either an account holder that owns precious metals, or their dealer, wishes to cancel a purchase or sale of precious metals after the terms have been settled and instructions are received, the cancellation must be agreed upon by both parties in writing and submitted to Equity Trust Company. Equity Trust Company will make an effort to identify, match, and respond to such change requests.

NOTE: Equity Trust Company makes every attempt to process transactions in an efficient and timely manner; the account holder and dealer recognize that there is no guarantee that the original order will be pulled prior to the change request being recognized.

IMPORTANT!

Equity Trust Company does not investigate, sponsor, or endorse any investment product. You assume sole responsibility for the success or failure of your investments. You are responsible for directing the investment of assets in your account. Equity Trust Company does not provide any investment advice, or recommend or evaluate the merits or suitability of any investment.

If Equity Trust Company's services were suggested by a financial representative, such person is not an agent, employee, representative, or affiliate of Equity Trust Company. Equity Trust Company is not responsible for and is not bound by any representations, warranties, statements or agreements made by any financial representative.

SUBMISSION OPTIONS**OVERNIGHT:**

Equity Trust Company
Attn: Key Accounts
1 Equity Way
Westlake, OH 44145

REGULAR MAIL:

Equity Trust Company
Attn: Key Accounts
P. O. Box 451159
Westlake, OH 44145

FAX:

440-365-1441

CONTACT INFORMATION**PHYSICAL ADDRESS:**

Equity Trust Company
Attn: Key Accounts
1 Equity Way
Westlake, OH 44145

TOLL FREE:

866-958-9054

Or E-mail questions to:**E-MAIL:**

KeyAccounts@EquityInstitutional.com

WEBSITE:

www.EquityInstitutional.com/k

DO NOT FAX OR MAIL THIS COVER PAGE

INVESTMENT PRODUCTS: NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE

1 LIST YOUR RETIREMENT ACCOUNT INFORMATION

ACCOUNT HOLDER NAME:		ACCOUNT NUMBER:
EMAIL ADDRESS:	DAYTIME PHONE NUMBER:	FAX NUMBER:

2 PURCHASE

Per the attached invoice, if investment is a new or additional purchase, I authorize and direct Equity Institutional to fund this investment purchase in the following manner:

Specific Holding Purchased	Quantity	Amount
Total		

☐ **Make purchase check payable and send check to:**

PAYEE NAME:		PHONE:
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:

☐ **Wire funds to the following:**

BANK NAME:		
BANK PHONE NUMBER:	ABA ROUTING NUMBER:	
FOR CREDIT TO:	ACCOUNT NUMBER:	

(A wire fee will be charged if wire is rejected due to incorrect or incomplete information)

3 LIQUIDATE

This form is not to be used for a distribution from your account.

List Specific Holding	Quantity	Amount
Total		

Dealer FTI Acct #: (if applicable)	
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SHIP TO:	MAILING ADDRESS:
CITY:	STATE: ZIP CODE:

4 EXCHANGE

Metals Out	Metals In

Delivery Instructions:Ship via: ☐ FedEx ☐ UPS

Dealer FTI Acct #: (if applicable)

☐ Overnight (\$30.00 fee) ☐ 2-Day

SHIPPING ADDRESS:

CITY:

STATE:

ZIP CODE:

5 PAYMENT OF FEES

How would you like to pay for any service related fees associated with this transaction?

Choose a payment method: ☐ Deduct Fees from Account ☐ Check Enclosed ☐ Credit Card on file**Note:** By checking **Credit Card on file**, you authorize Equity Trust Company to charge this card for all service related fees associated with this transaction (if applicable). To add, change, or update a credit card please complete and submit the **Credit Card Form**.

THIS SPACE INTENTIONALLY LEFT BLANK

SIGN & DATE

By signing below you are indicating you have read and understand the attached two (2) pages.

Signature of Account Holder/ADR_____
Date_____
Signature of Custodian_____
Date_____
Account Number