

## HOW TO ESTABLISH AND FUND A NEW PRECIOUS METALS IRA

### ESTABLISHING YOUR IRA

#### ■ Application - Traditional, Roth, SEP or SIMPLE

An application form is required to establish a new Precious Metals IRA with Equity Trust Company; it can be obtained at [www.EquityInstitutional.com](http://www.EquityInstitutional.com).

All information on this form should be completed to prevent delays in opening your IRA account. Complete the "Account Authorizations" section if you wish to designate a representative on your IRA account (to facilitate your precious metals trades). Lastly, be sure to sign and date your application to avoid processing delays.

#### ◆ Value-Added Benefits of an Equity Trust Precious Metals IRA

- Flat annual fee
- Flat rate annual storage fee
- Most coins are individually marked and physically segregated - not mixed in a vault with other coins
- Online account access
- Ability to correspond with Equity Trust by phone, fax or e-mail
- Comprehensive quarterly account statements (electronic or paper (a separate )

### FUNDING YOUR IRA

#### ■ Account Transfer Form

Complete this form if you wish to have funds transferred directly from an existing IRA held with another firm to your Equity Trust Precious Metals IRA. The *Account Transfer Form* is available on [www.EquityInstitutional.com](http://www.EquityInstitutional.com).

If you wish to transfer existing precious metals in an IRA with another firm to your Equity Trust Precious Metals IRA, this form should be completed and the "Full Transfer - Transfer all assets in-kind" box should be checked. In addition, a most recent statement that contains the type and quantity of precious metals should be provided so Equity Trust can ensure that the depository receives all holdings. Equity Trust, will not accept delivery of any precious metals unless shipped directly to Equity Trust's depository address where it leases secure vault facilities from specifically chosen depositories.

All information on this form should be completed, and a copy of your most recent account statement should also be attached. This form must contain your original signature, and, if required by the transferring custodian, a Signature Guarantee should be obtained.

Equity Trust will send the *Account Transfer Form* to your resigning IRA custodian and follow-up periodically on your transfer until the funds are received. The transfer process typically takes 2-4 weeks.

#### ■ Distribution and Rollover

An alternative to the direct transfer would be for an individual to take a distribution from their current IRA and rollover the funds to their Equity Trust Precious Metals IRA. By doing this, an individual should understand that this would become a taxable event if the proceeds received are not rolled over to an IRA within 60 days. In addition, IRS guidelines limit individuals to one rollover per year per account. However, there are no limitations to the number of direct Custodian to Custodian transfers.

The individual Account Holder would be responsible for initiating and making the distribution and rollover. This process typically takes 7 - 14 days to complete.

#### ■ IRA Contribution

An individual may also make an eligible IRA contribution within the federal guidelines established by the Internal Revenue Service. See IRS Publication 590.

### PAYMENT OF IRA FEES AND PRECIOUS METALS STORAGE FEE

#### ■ Check or Money Order to cover the IRA and Precious Metals Storage Fees

A check or money order should be included for payment of the: (1) IRA Set-Up Fee, (2) First Year Annual IRA Fee, and (3) Annual precious metals safekeeping fee, due before any precious metals will be accepted for storage. (The annual precious metals safekeeping fee will be billed to the IRA Account Holder each year in January.) All fees may be paid in one check or money order.

## HOW TO PURCHASE PRECIOUS METALS IN YOUR IRA

Once the IRA account is established, the IRA and precious metals storage fees are paid, and Equity Trust receives the transfer, rollover or contribution of funds into the IRA, an Account Holder should follow these easy steps to purchase permissible precious metals:

**Step 1** Place your order to purchase permissible precious metals with the precious metals broker or dealer of your choice.

### Permissible Precious Metals Include:

- **GOLD**

- American Eagle coins<sup>(1)</sup>
- Australian Kangaroo/Nugget coins
- Austrian Philharmonic coins
- British Britannia coins (.9999+)
- Canadian Maple Leaf coins
- Chinese Panda Coins
- U.S. Buffalo Gold Uncirculated coins (no Proofs)
- Mexican Libertad coins (.999+)
- Bars and rounds as referenced below<sup>(2)</sup>

- **PLATINUM**

- American Eagle coins<sup>(1)</sup>
- Australian Koala coins
- Australian Platypus coins
- Canadian Maple Leaf coins
- Isle of Man Noble coins
- Bars and rounds as referenced below<sup>(2)</sup>

### Unacceptable Precious Metals Include:

- Austrian 100, 20 and 10 Corona
- Belgian 20 Franc
- British Britannia
- Chilean 100 Peso
- Colombian 5 Peso British Sovereign
- Dutch 10 Guilder
- French 20 Franc

- **SILVER**

- America The Beautiful coins
- American Eagle coins<sup>(1)</sup>
- Australian Kookaburra and Koala coins
- Austrian Philharmonic coins
- Canadian Maple Leaf coins
- Mexican Libertad coins
- Royal Canadian Mint Eagle coins
- Bars and rounds as referenced below<sup>(2)</sup>

- **PALLADIUM**

- Bars and rounds as referenced below<sup>(2)</sup>

- German Mark
- Hungarian 100 Korona
- Italian 20 Lira
- Mexican 50, 20, 10, 5, 2 1/2, and 2 Peso
- Rare or Collectible Coins<sup>(1)</sup>
- South African Krugerrand
- Swiss 20 Franc

**Step 2** The broker or dealer should provide you with an itemized invoice that shows the type and quantity of precious metals purchased and the respective purchase price. The invoice must be signed by the Account Holder or the Account Holder's designated representative (if Account Holder has appointed one in the "Account Authorizations" section of the *Application for Traditional, Roth, and SEP Accounts*) and payment instructions must be provided to Equity Trust.

**Step 3** Fax the invoice with payment instructions to Equity Trust at 440-815-2484.

<sup>(1)</sup> Coins, including the American Eagle, that have undergone "certification" (also known as "slabbed" coins) are not acceptable in IRAs at this time.

<sup>(2)</sup> Bars and rounds produced by manufacturers accredited by Nymex/Comex, LME, LBMA, LPPM, TOCOM, NYSE/Liffe/CBOT, and ISO-9000 or a national mint. The minimum finenesses for bars are:

- Gold .995+
- Silver .999+
- Platinum .9995+
- Palladium .9995+

## PAYMENT AND CONFIRMATION OF YOUR PRECIOUS METALS PURCHASE

Equity Trust will issue payment to the precious metals broker/dealer following the instructions provided by the Account Holder or designated representative. Once payment is sent to the coin broker/dealer, Equity Trust will include the shipping/delivery instructions for shipping the coins to the depository you choose on the application.

### ■ Physical Storage of Precious Metals

Through a lease arrangement, Equity Trust is able to utilize the precious metals storage facilities and services of specifically chosen depositories, for its clients while maintaining physical possession of the precious metals. These facilities provide a secure depository and easy access for the physical delivery of precious metals. Each Account Holder's coins are securely stored in an insured account.

Each Equity Trust Company account is charged an annual storage fee. Payment of this storage fee is required initially before Equity Trust will accept custody of precious metals. This fee is charged on a calendar year basis and will not be prorated for part of a year.

When precious metals are shipped to one of Equity Trust's contracted depositories, the shipment will be opened in order to inspect the contents. After inspection, the contents will be deposited as follows:

**Gold, Platinum, and Palladium Coins and Bars** (except 100 oz. Gold Bars, 50 oz. Platinum Bars, and 100 oz. Palladium Bars) are repackaged after verification and stored separately. This ensures that the client will receive the exact material as deposited when the time comes that the client decides to sell, exchange, or take an in-kind distribution (take personal possession of the material) of the metal.

**Silver Coins and Bars** (except 1000 oz. Silver Bars) may be commingled, depending upon the depository chosen. The client may not receive the same material as was deposited when the client decides to sell, exchange, or take an in-kind distribution (take personal possession of the material) of the metal, depending upon the depository chosen.

**1000 oz. Silver Bars, 100 oz. Gold Bars, 50 oz. Platinum Bars, and 100 oz. Palladium Bars** may be commingled depending upon the depository chosen. However, because these items have serial numbers, the client will receive the same material as initially deposited when the time comes for the client to sell, exchange, or take an in-kind distribution (take personal possession of the material) of the metal.

## 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. Equity Trust 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.

## VALUATION OF PRECIOUS METALS IN YOUR IRA

For precious metals, the total and individual value(s) are reflected at the spot price per ounce and may not represent an accurate valuation of the precious metals held. The spot price shown does not include premiums, commissions, spreads or any numismatic value. For a more accurate valuation of the precious metals held, please contact your precious metals dealer or financial advisor. For all custodial assets, Equity Trust Company does not guarantee or verify the accuracy of the prices obtained by outside services or from any other source, including an independent appraisal provided by you. Such values may be general approximations and are only for guidance and reporting purposes and should not be deemed to be an accurate representation of the true fair market value of such asset(s).

## SUBMISSION and CONTACT INFORMATION

### OVERNIGHT:

Equity Trust Company  
Attn: Precious Metals  
1 Equity Way  
Westlake, OH 44145

### For assistance, please contact a Client Service Representative:

**Phone:** 800-955-3434 (option 2)

**Fax:** 440-815-2484

### REGULAR MAIL:

Equity Trust Company  
Attn: Precious Metals  
P. O. Box 451165  
Westlake, OH 44145

**Website:** [www.EquityInstitutional.com](http://www.EquityInstitutional.com)

**Or e-mail questions to:** [Metals@EquityInstitutional.com](mailto:Metals@EquityInstitutional.com)

Tax laws regarding IRAs are complex and cannot be covered fully in this how-to guide. You should seek the competent advice from your financial planning professional, attorney, CPA or investment advisor.

Equity Trust is not affiliated with any precious metals broker or dealer, and does not provide investment advice. Furthermore, Equity Trust does not sell investments. The broker or representative that assists you with your precious metal transactions may be able to answer some of your questions. However, such brokers or representatives do not represent Equity Trust and you should always contact us directly with questions regarding your Equity Trust Company account.