



# DEPOSIT COUPON TUTORIAL

Ensure you're completing your deposit coupon properly to prevent any unnecessary delays.

**STOP!**

**DEPOSITING TENANT RENT OR BORROWER PAYMENTS? SAVE TIME, SUBMIT ONLINE**

Your tenants and borrowers can submit their rent or debt payments directly to your account online via ACH – no deposit coupon needed! Visit [www.trustetc.com/make-a-payment](http://www.trustetc.com/make-a-payment) for details.

Access contribution or deposit forms by logging into **myEQUITY.com**

## SECTION ONE:

### ACCOUNT HOLDER INFORMATION

ACCOUNT HOLDER INFORMATION		ACCOUNT NUMBER (9 digits)
NAME	LAST NAME	

Please complete the fields with the name and account number to which the deposit should be applied.

## SECTION TWO:

### FUND PAYMENT INFORMATION

2 FUND PAYMENT INFORMATION			
EXPECTED DATE OF FUND RECEIPT		Identify Funding Method: <input type="checkbox"/> Check <input type="checkbox"/> Wire <input type="checkbox"/> ACH	
DEPOSIT AMOUNT	WHO SENT THE FUNDS?		CHECK NUMBER
\$			
Are the funds regarding the below options? (If not, proceed to Section 3)			
<input type="checkbox"/> Contribution: For Tax Year	SEP and SIMPLE Contributions are reported in the year received. If contributing, you can initiate an electronic deposit of funds through the Contribution option in myEQUITY.		
<input type="checkbox"/> Rollover: For Tax Year			
<input type="checkbox"/> CARES Act Distribution Repayment			

Please tell us about your funding/deposit being sent:

- ☐ When it is expected
- ☐ In what form is it to be received (check, wire, or ACH)
- ☐ What amount is expected
- ☐ Who is issuing the payment
- ☐ Check number (if applicable)

#### DESIGNATED AS A CONTRIBUTION, ROLLOVER, OR CARES ACT DISTRIBUTION REPAYMENT?

Select the appropriate box and enter a tax year (as appropriate). If these are not applicable, leave them blank and proceed to the next section.

## SECTION THREE: IDENTITY DEPOSIT INFORMATION

3 IDENTIFY DEPOSIT INFORMATION (complete one section below)			
ASSET NUMBER (Refer to recent quarterly statement or myEQUITY)		ASSET NAME	
For split payments, please provide a breakdown below which should equal the Total Amount of Deposit.			
3A Real Estate payments - Your renter can send payment via ACH using the Online Payment Center: <a href="http://www.trustetc.com/make-a-payment">www.trustetc.com/make-a-payment</a>			
RENTAL INCOME	OTHER	TOTAL AMOUNT OF DEPOSIT	
\$	\$	\$	
Identify 'Other' Type: <input type="checkbox"/> Earnest Money <input type="checkbox"/> Settlement <input type="checkbox"/> Utilities <input type="checkbox"/> Security Deposit <input type="checkbox"/> Escrow <input type="checkbox"/> Sale of Asset			
3B Note/Debt payments - Your borrower can send payment via ACH using the Online Payment Center: <a href="http://www.trustetc.com/make-a-payment">www.trustetc.com/make-a-payment</a>			
INTEREST	PRINCIPAL	OTHER (IDENTIFY TYPE)	TOTAL AMOUNT OF DEPOSIT
\$	\$	\$	\$
New Ending Balance on the Note/Debt: \$			
3C Private Equity payments			
DIVIDEND	RETURN OF CAPITAL	OTHER (IDENTIFY TYPE)	TOTAL AMOUNT OF DEPOSIT
\$	\$	\$	\$
3D Additional Optional Deposit Types if asset was not listed above.			
Other: \$ <input type="checkbox"/> Refund <input type="checkbox"/> Oil and Gas Income <input type="checkbox"/> Redemption <input type="checkbox"/> Not Used for Purpose Intended			

Please tell us what type of deposit this is and how it should be applied to your account

☐ Start with the asset name and asset number (if applicable)

### COMPLETE THE APPROPRIATE SECTION:

#### 3A: REAL ESTATE PAYMENTS

Please indicate:

- ☐ Amount used for rental income
- ☐ Amount used for 'other' related real estate deposits (check the following that apply):
- ☐ Return of earnest money, settlement, utilities, security deposit or escrow funds
  - ☐ Sale proceeds of the asset

#### 3B: NOTE DEBT PAYMENTS

Please indicate if the payment is to:

- ☐ Interest ☐ Principal

Please provide the total expected payment amount

Please provide the new ending balance on the note/debt

#### 3C: PRIVATE EQUITY PAYMENTS

Please indicate if the payment is a:

- ☐ Dividend (will not affect the asset value)
- ☐ Return of capital (will reduce the asset value by the dollar amount received)

Please provide the total expected payment amount

#### 3D: ADDITIONAL OPTIONAL DEPOSIT TYPES

Please provide the dollar amount and choose from the options below:

- ☐ Refund ☐ Oil and gas income ☐ Redemption
- ☐ Returning funds as "not used for purpose intended"

## SECTION FOUR:

# SUBMITTING YOUR DEPOSIT COUPON AND PAYMENTS

### WRITE A CHECK

Make check payable to “ETC FBO [Account Holder’s Name, Account Number]”

### SEND

Send check and deposit coupon to:

Equity Trust Company  
PO Box 45290  
Westlake, OH 44145

### DO

If funds are being sent separately, please provide the deposit coupon prior to the fund transfer.

### DON'T

Do not staple the deposit coupon to the check

## FUNDS HOLD TIMES

FUNDING METHOD	HOLD TIME
<b>Retail:</b>	
Business Checks	3 Business Day Hold
Personal Checks	3 Business Day Hold
Cashier's Checks	No Hold
Money Order	No Hold
Wire	No Hold
ACH (if initiated by your bank or 3rd Party)	No Hold
ACH (if requested via myEQUITY)	7 Business Day Hold
<b>Institutional and Qualified Plans:</b>	
Business Checks	No Hold
Personal Checks	No Hold
Cashier's Checks	No Hold
Money Order	No Hold
Wire	No Hold
ACH (if initiated by your bank or 3rd Party)	No Hold
ACH (if requested via myEQUITY)	7 Business Day Hold
<b>Precious Metals:</b>	
Business Checks	No Hold
Personal Checks	3 Business Day Hold
Cashier's Checks	No Hold
Money Order	No Hold
Wire	No Hold
ACH (if initiated by your bank or 3rd Party)	No Hold
ACH (if requested via myEQUITY)	7 Business Day Hold

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