

## **DEPOSIT COUPON TUTORIAL**

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



### 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 for details.

Access contribution or deposit forms by logging into myEQUITY.com

### **SECTION ONE:**

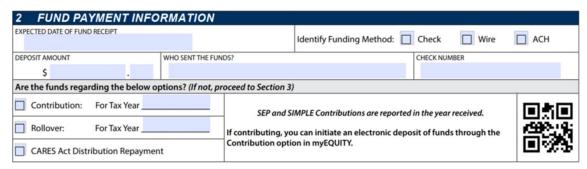
## **ACCOUNT HOLDER INFORMATION**

ACCOUNT HOLDER INFOR	MATION	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**



### 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 DEF			omplete one sect		ow)			
ASSET NOMBER (Merer to recent qu	urterly statement or in	y L Q G I I I I	ASSET HAN					
For split payments, please	provide a break	down below whi	ch should equal the	Total Am	ount of Deposi	t.		
3A Real Estate payments -	Your renter can		a ACH using the Onli	ne Payme			/make-a-pay	ment
RENTAL INCOME		OTHER \$			TOTAL AMOUNT	OF DEPOSIT		
and the statement of the	Earnest Money	Settleme	ent Utilities	<u> </u>	ecurity Deposit	Escrow	Sal	e of Asset
3B Note/Debt payments -		an send payment	t via ACH using the C	nline Pay	yment Center: v	_		payment
S .	PRINCIPAL \$		OTHER (IDENTIFY TYPE	)		TOTAL AMOUN	T OF DEPOSIT	
New Ending Balance on the		•	. \$			7		•
3C Private Equity payment	ts		77-70			2020		
DIVIDEND	RETURN OF CA	PITAL	OTHER (IDENTIFY TYPE	)		TOTAL AMOUN	T OF DEPOSIT	
\$ . 3D Additional Optional De	\$ enosit Types if ass	et was not listed :	shove.			\$		•
Other: \$		Refund	Oil and Gas Income		Padamation	☐ Not Used	l for Durnoso	Intended
Other: \$		_ Refund _	J Oli and Gas income		Redemption	III Not osec	i ioi ruipose	intended
lease tell us what t	ype of dep	osit this is a	and how it sh	ould b	e applied t	o your ac	count	
Start	t with the a	isset name	and asset nur	nber (	if applicab	le)		
					. 11			
PLETE THE	APPRO	PRIAIL	SECTIO	N:				
A: REAL ESTAT	E PAYME	NTS						
Please indicate	e:							
		1.0	. 11					
		sed for ren						
	Amount u	sed for 'oth	ner' related re	eal est	ate deposi	ts (check	the follo	owing th
	Retur	n of earnest	money, settle	ment,	utilities, se	curity dep	osit or es	crow fu
	Sale p	roceeds of t	he asset					
B: NOTE DEBT	PAYMEN	ITS						
Please indicate	if the payı	ment is to:						
	Interest		Principal					
			•					
Please provide	the total e	xpected pa	yment amou	nt				
Please provide	the new er	nding balan	ce on the not	:e/deb	t			
C: PRIVATE EQ	UITY PA	YMENTS						
Please indicate	if the pay	ment is a:						
	Dividend	(will not aff	ect the asset	value	)			
			ll reduce the			ne dollar a	mount r	eceived
Please provide		•			varue by tr	ic donar d	mount	0001700
·			•					
D: ADDITIONA					de e e	1 1		
Please provide								
	Refund		Oil and gas ir				nption	
	Returning	funds as "r	not used for p	urpos	e 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
Retail:	
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
Institutional and Qualified Plans:	
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
Precious Metals:	
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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