



INSTRUCTIONS FOR COMPLETING IRA FORMS

In order to invest IRA assets with the Loan Fund, you must establish a self-directed IRA with a qualified trustee. We have made arrangements with Goldstar Trust Company to serve as trustee for your “self-directed IRA.” We are sure you will find the process of working through Goldstar to be seamless and simple. Upon your instructions, Goldstar will invest your deposits with the Loan Fund. Goldstar will be responsible for all IRS filings, official notifications, processing distributions, tax withholding, etc.

Note, the minimum investment to purchase a Certificate of Participation is \$1,000. If you are investing less than \$1,000, your investment must be placed in an IRA Savings Account. Once the IRA Savings Account reaches \$1,000 or more, you can request the balance be used to purchase a Certificate of Participation

Establishing a Traditional IRA

1. Complete the Traditional IRA “Simplifier”
2. Complete the “IRA Investment Application”
3. If requesting that existing IRA assets be transferred from another trustee, see detailed instructions on reverse side.
4. Send all completed forms, a notarized copy of your driver’s license and your check (for the initial investment) made payable to Goldstar Trust Company to the Loan Fund in the enclosed self-addressed envelope.

Establishing a Roth IRA

1. Complete the Roth IRA “Simplifier”
2. Complete the “IRA Investment Application”
3. If requesting that existing IRA assets be transferred from another trustee, see detailed instructions on reverse side.
4. Send all completed forms, a notarized copy of your driver’s license and your check (for the initial investment) made payable to Goldstar Trust Company to the Loan Fund in the enclosed self-addressed envelope.

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Transfer of Funds from Another Custodian

If you currently have retirement assets such as IRA, 401k, 403b or similar account (Traditional or Roth), use the following instructions:

1. Complete the Traditional IRA “Simplifier”, or the Roth IRA “Simplifier” (depending on which type account you are establishing)
2. Complete the “IRA Investment Application”
3. Complete the Traditional IRA “Transfer Request”, or the Roth IRA “Transfer Request” (depending on which type account you are establishing)
4. Send all completed forms and a notarized copy of your driver’s license to the Loan Fund in the enclosed self-addressed envelope.

If transferring assets from an existing employer sponsored retirement plan such as 401k or 403b (Traditional or Roth), use the following instructions:

1. Complete the Traditional IRA “Simplifier”, or the Roth IRA (depending on which type account you are establishing)
2. Complete the “IRA Investment Application”
3. Complete the IRA “Transfer Request/ Direct Rollover Request”
4. Contact the custodian of your existing account (401k or 403b) to request their form necessary to process a “direct rollover” from their organization
 - Complete this form (Note: you will not be able to complete the Account number for your new account with Goldstar. Goldstar will enter the number and forward the form to your custodian.)
5. Send all completed forms and a notarized copy of your driver’s license to the Loan Fund in the enclosed self-addressed envelope.

Converting from Traditional to Roth

If you plan to convert an existing Traditional IRA to a Roth IRA, the conversion should occur either before the assets are transferred to us or after the assets are transferred to us. You should NOT transfer an existing Traditional IRA to us for the purpose of establishing a Roth IRA. The conversion can easily be handled either before or after the transfer, but not as part of the transfer.

If you have any questions about the tax aspects of establishing an IRA, converting from Traditional to Roth, etc. you should talk with your tax advisor.

If you anticipate any other type of IRA transaction, please call for the appropriate forms.

If you have any questions about completing the enclosed forms, please call us.