



## New 401k Account Checklist

Thank you for choosing American IRA, LLC!

Enclosed are the forms required to establish and fund your retirement account with American IRA, LLC.

### **Step 1:**

#### To open your 401k with American IRA, LLC we will need:

- Account Application (Complete all pages)
- **Photo ID** (submit a copy of your driver's license, passport, or valid government-issued photo ID)
- Current Custodian/401K Account Statement

#### Once you've completed all required forms, send to:

**By Mail:** American IRA, LLC -135 Broad Street, Asheville NC 28801

Overnight: American IRA, LLC -135 Broad Street, Asheville NC 28801

**By Fax:** (828) 257-4948

By Email: NewAccounts@AmericanIRA.com

#### Step 2:

#### Fund your account

- **Transfer Form:** Use this form to transfer funds from your existing 401k to your new 401k.
  - Please note that your existing 401k custodian may require a Medallion Guarantee Stamp, which is much like a notary seal. Check with your bank to obtain this stamp.
- **Rollover/Direct Rollover Form:** This form documents the rollover of your cash or asset to your new 401k. You will need to contact your current provider to initiate the rollover.
  - o A rollover contribution occurs when you take receipt of assets or cash for up to 60 days before reinvesting in a new retirement plan.
  - A direct rollover contribution occurs when you move assets or cash directly from your qualified retirement plan to a new retirement plan.

# **Step 3:**

# Read and keep the following forms for your files:

- 5305 Custodial Agreement is available online
- Copy of Application

Need Help? Call 1-866-7500-IRA(472) and a client services representative will assist you in opening your account today!



135 Broad Street, Asheville, NC 28801 Phone: (828) 257-4949, Fax (828)257-4948 Email: NewAccounts@AmericanIRA.com

#### **New Solo 401k Plan Application**



 $401~E.~8^{th}$  Street, Suite 200 R Sioux Falls, SD 57103

To initiate the account, please co  ☐ Plan Account Application ☐ Photocopy of your Governm ☐ Current Custodian/401k Account	ent Issued ID (Patriot Act requireme	ent)	*REQUIRED FIELDS				
1 Personal Information							
Legal Name:*		Birthdate	tte:* (mm/dd/yyyy)   Social Security Number:*				
Physical Address: (Required)*If the address or required. (Utility Bill or Financial Statement in	n your ID doesn't match your physical address, p cluding your Name and Physical address)	proof of residency is	S City, State, Zip:*				
Mailing Address: (Optional)			City, State, Zip:				
Primary Phone:*	Secondary Phone: (Option	onal)	We will use text messages to notify you regarding your account.  ☐ Check here if you would like to opt <u>OUT</u> of receiving text messages				
Current/Most Recent Employer:* (Required, if retired or unemployed list previous occupation)  Job Title:*							
Email Address:*			Driver's License/ID Number:*				
2 Adopting Information	1						
Which type is adopting the plan? *  Sole Proprietorship Partnership LLC Corp S Corp Other:							
Name Adopting Plan: *			Company Tax ID or EIN:*				
Address:*			City, State, Zip.*				
<b>3</b> Trustee Information	Typically the business owner						
Physical Address: *	-v <sub>F</sub> y	City, Sta	City, State, Zip: *				
County:*			Primary Phone:*				
Signature of Trustee:*			Printed Name and Title: *				
4 Account Type*							
□ 401k + Record Keeping			□ 401k Plan Only				
5 Account Funding*							
☐ Personal Contribution	☐ Transfer Contribution  Transfer from existing 401k.	□ Rollover Contribution  Take receipt of the assets for up to 60 days before reinvesting in a new retirement plan.  □ Direct Rollover Contribution  Rollover from Employer Sponsored Plan. (401k, 403b, 457, TSP)					
6 Notifications	6 Notifications						
<ul> <li>MINIMUM CASH BALANCE \$1500</li> <li>All emails are sent encrypted for your safety.</li> <li>Statements will be e-mailed all account holders on an annual basis.</li> <li>We, American IRA, LLC, will call you, the Account Holder, to verify and confirm any outbound movement of cash from your account when we receive instructions requesting to send funds from your account. We will call you at the telephone number on file for you.</li> </ul>							
<b>How did you hear about us?</b> ☐ Internet ☐ REIA Group ☐ CPA ☐ Attorney ☐ Advisor ☐ Other:							

7 Interested Party Designation									
I hereby authorize the following representative as into balance, holdings, and any other account related activ account. I also understand that this will remain in eff	rity. Interested parties D	O NOT have the ability							
Name: (Individuals only)	Phone:	-	Email:						
Name: (Individuals only)	Phone:		Email:						
Would you like the named interested party to be provided a login to view your account online?   Yes No *If not selected this defaults to No.									
0									
8 Beneficiary Information		g 11g 1	G			GI 0/			
Name (first, middle, last) Address (street, city, state, zip include country of residence if outside the USA)	Date of Birth (mm/dd/yyyy)	Social Security Number	Country of Citizenship if not USA	Relationship	Primary or Contingent	Share %			
l. Name:									
Address: City, State, Zip:									
2. Name:									
Address: City, State, Zip:									
3. Name:									
Address: City, State, Zip:									
Beneficiary Opt Out:	eneficiary.					I			
	_								
Current Marital Status: (REQUIRED)  I am not married – I understand that if I become in the future, I must complete a new Beneficiary Designation form.									
	☐ I am married – I understand that if I choose to designate a primary beneficiary other than my spouse, my spouse must sign below.								
Spousal Consent (only required if your spouse is									
The consent of spouse must be signed only if all	of the following condi	itions are present:							
<ul><li>a. Your spouse is living;</li><li>b. Your spouse is not the sole Primary Bo</li><li>c. You and your spouse are residents of a</li></ul>		state (such as AZ, CA,	ID, NM, WI, TX, WA	A, LA, or NV)					
I, the undersigned, am the spouse of the Custodial Account holder whose name is listed above. I hereby certify that I have reviewed the Designation of Beneficiary form and I understand that I have a property interest in the Custodial Account. I acknowledge that I have received a fair and reasonable									
disclosure of my spouse's property and financial									
as the primary beneficiary. I also understand that, by signing this, I am giving up all, or part, of my rights to receive benefits under this plan in the event my spouse dies. I assume full responsibility for any adverse consequences that may result. I have been advised to seek the advice of an attorney and/or									
financial advisor prior to signing any documents and I have sought the advice of counsel and/or financial advisor or do hereby waive my right to do so. No tax or legal advice has been given to me by the Custodian and/or Administrator related to this matter.									
ignature of Spouse:									
Account Owner Signature									
In the event of my death, the balance in the accoundicated). If the Primary or Contingent Beneficia	ary box is not checked	for a beneficiary, the l	peneficiary will be dec	emed to be a Prin	nary Beneficiary	If none			
of the Primary Beneficiaries survive me, the bala specified shares, if indicated). If I name a benefic Custodian.						n the			
Accounts with past due fees, unfunded accounts, until such time as the Depositor or Beneficiary not the account and the Depositor's account is closed	otifies the Custodian (o	on a form prescribed by							
I understand that I may change or add beneficiaries at any time by completing and delivering the proper form to the Administrator.									
Account Holder Signature:				Date:					

#### 9 Acknowledgement

Custodian and Administrator: The Custodian for my Account will be New Vision Trust Company, a State Chartered South Dakota Trust Company, and the Administrator for my Account will be American IRA, LLC, A North Carolina Limited Liability Company. I understand that the Custodian may resign by giving me written notice at least 30 days prior to the effective date of such resignation. I understand that if I fail to notify the Custodian and/or Administrator of the appointment of a successor trustee or custodian within such 30 day period, then the assets held by the Custodian in my Account (whether in cash or personal or real property, wherever located, and regardless of value) will be distributed to me, outright and free of trust, and I will be wholly responsible for the tax consequences of such distribution.

My Account: This Agreement is solely for the custody of assets held in a single member 401K plan. This account is "Self-Directed" What does "Self-Directed" mean? Self-Directed means I, as the Holder of the Account, am solely responsible for the investment of all assets within my Account and giving Custodian and/or Administrator the directives to take any action on behalf of the Account. That means I am responsible for the selection, management, monitoring and retention of all investments held within my Account. The investments I select may involve a high degree of risk, and neither Custodian nor the Administrator will provide investment advice nor make any investigation or determination as to the prudence, viability, suitability, legality, or safety of the investments that I select. The assets selected for investment are solely my responsibility. This requires that I assure myself of the financial soundness and appropriateness of the investment for my Account and retirement objectives and I should have all investments reviewed by a competent legal, tax, and/or financial advisor.

No Investment Advice: I acknowledge and agree that the Custodian does not provide or assume responsibility for any tax, legal or investment advice with respect to the investments and assets in the Custodial Account. I further understand and agree that the Custodian neither sells nor endorses any investment products. If the services of the Custodian were marketed, suggested or otherwise recommended by any person or entity, such as a financial representative or investment promoter, I understand that such promoters and/or marketers are not in any way agents, employees, representatives, affiliates, partners, independent contractors, consultants, or subsidiaries of the Custodian, and that the Custodian is not responsible for and are not bound by any statements, representations, warranties or agreements made by any such promoter, marketer or entity. I agree to consult with my own CPA, attorney, financial planner and/or any other professionals I deem necessary or advisable, prior to directing the Custodian to make any investment in my Account. I and my beneficiary(ies) release, indemnify and agree to hold the Custodian harmless in the event that any investment or sale of the assets in the Custodian, the Administrator, me or the Custodial Account.

Account Fees I have agreed, by opening an Account with Custodian and/or Administrator, to pay all fees and charges that are made against my Account in accordance with the Fee Schedule provided and incorporated by reference herein. All fees are due upon presentment. If, after notice, my Account remains past due for 30 days and if no cash available in my Account, Custodian and/or Administrator may liquidate assets within the Account to satisfy these obligations. If my Account is unfunded with zero value, I understand my Account will continue to incur IRA fees until I provide written notice to Custodian and/or Administrator

Non-Endorsement Custodian and/or Administrator do not endorse any investment made by me, or provide any investment advice to me about my investments. Custodian and/or Administrator's review of investments is for the sole benefit of Custodian and/or Administrator for the purpose of determination of administrative and/or legal feasibility of the investment and should not be construed as an endorsement or opinion of any investment, investment company, or investment strategy. Custodian and/or Administrator do not endorse any broker, financial advisor, investment advisor, or other party involved with the investments chosen by me. Neither Custodian nor Administrator conducts any due diligence review of any investment, nor will Custodian and/or Administrator make any investigation with regards to any investment, any issuer or sponsor of any investment, or any officer, director, or other person or entity involved or affiliated with any investment. I understand and agree that Custodian and/or Administrator will not review or evaluate the prudence, viability, legality, or merits of any investment held in my Custodial Account. I understand that Custodian and/or Administrator permit my Account to invest in a wide variety of investments based on administrative factors only.

Indemnification: The Custodian shall have no duty other than to follow the written instructions of me, my agents, investment advisors and/or Designated Beneficiaries, and shall be under no duty to question said instructions and shall not be liable for any investment losses sustained by me under any circumstances. By performing services under this Agreement, the Custodian is acting as the agent of me, and nothing in this Agreement shall be construed as conferring fiduciary status on the Custodian. I agree to release, defend, indemnify and hold harmless the Custodian from any and all liability, claims, damages, actions, costs, expenses (including, without limitation, all reasonable attorneys' fees) arising from or related to the Custodial Agreement and/or Custodial Account, including but not limited to, losses to me and/or to my beneficiary(ies) as a result of any action taken (or omitted to be taken) pursuant to and/or in connection with any investment transaction directed by me, my agents, investment advisors and/or advance to Custodian and/or Administrator, on demand, all legal fees, expenses, costs, fines, penalties and obligations incurred or to be incurred in connection with the defense, contest, prosecution or satisfaction of any claim made, threatened or asserted pertaining to any investment or action me, or my agent, directed through the Custodian, including, without limitation, claims asserted by me, any state or federal regulatory authority or self-regulatory organization. In the event of claims by others related to my Account and/or investment wherein the Custodian is named as a party, the Custodian shall have the full and unequivocal right, at their sole discretion, to select their own attorneys to represent them in such litigation and deduct from my Account any amounts to pay for any costs and expenses, including, but not limited to, all reasonable attorneys' fees, and costs and internal costs (collectively "Litigation Costs"), incurred by the Custodian in the defense of such claims and/or litigatio

Prohibited Transactions: I understand that my Account is subject to the provisions of Internal Revenue Code (IRC) Section 4975, which defines certain prohibited transactions. I acknowledge and agree that neither the Custodian nor the Administrator will make any determination as to whether any transaction or investment in my Account is prohibited under sections 4975, 408(e) or 408A, or under any other state or federal law. I accept full responsibility to ensure that none of the investments in my Account will constitute a prohibited transaction and that the investments in my Account comply with all applicable federal and state laws, regulations and requirements.

Responsibility for determining eligibility and tax consequences: I assume complete responsibility for 1) determining that I am eligible to make a contribution to my Account; 2) ensuring that all contributions I make are within the limits set forth by the relevant sections of the Internal Revenue Code; and 3) the tax consequences of any contribution (including a rollover contribution) and distributions.

Unrelated Business Income Tax: I understand that my Account is subject to the provisions of IRC Sections 511-514 relating to Unrelated Business Taxable Income (UBTI) of tax-exempt organizations. I agree that if I direct the Custodian and/or Administrator to make an investment in my Account which generates UBTI, I will be responsible for preparing or having prepared the required IRS Form 990-T tax return, an application for an Employer Identification Number (EIN) for my Account, and any other documents that may be required, and to submit them to the Custodian and/or Administrator for filling with the Internal Revenue Service at least ten (10) days prior to the date on which the return is due, along with an appropriate directive authorizing the Custodian and/or Administrator to execute the forms on behalf of my Account and to pay the applicable tax from the assets in my Account. I understand that the Custodian and the Administrator do not make any determination of whether or not investments in my Account generate UBTI; have no duty to and do not monitor whether or not my Account last incurred UBTI; and do not prepare Form 990-T on behalf of my Account.

Valuations: I understand that the assets in my Account are required to be valued annually at the end of each calendar year in accordance with IRC Section 408(i) or 223 (h) and other guidance provided by the IRS, and that the total value of my Account will be reported to the IRS on Form 5498 each year. I agree to provide the year end value of any illiquid and/or non-publicly traded investments, which may include without limitation limited partnerships, limited liability companies, privately held stock, real estate investment trusts, hedge funds, real estate, secured and unsecured promissory notes, and any other investments as the Custodian and/or Administrator shall designate, by no later than January 10th of each year, with substantiation attached to support the value provided. I agree to indemnify and hold harmless the Custodian and the Administrator from any and all losses, expenses, settlements, or claims with regard to investment decisions, distribution values, tax reporting or any other financial impact or consequence relating to or arising from the valuation of assets in my Account.

Payment Instructions I agree to furnish payment instructions to Custodian and/or Administrator regarding any invoice, assessment, fee or any other disbursement notification received by the Custodian and/or Administrator on behalf of my investments, and I understand that neither Custodian and/or Administrator has any duty or responsibility to disburse any payment until such instructions are received from me or my Designated Representative. Written direction shall include signature by facsimile or by electronic signature.

Non-FDIC-Insured Investments I acknowledge my investments are non-FDIC-insured and subject to loss in value. My investments may involve a substantial risk, may lack liquidity, and may result in a total loss of the investment my acknowledge and confirm that all risk and loss sustained in my Retirement Account will not affect my retirement income standard; and if a mandatory distribution arises, that I will meet any mandatory distribution requirements by utilizing my IRA and/or other retirement Accounts.

Electronic Communications, Signatures, and Records: Subject to any limitations contained in Treasury Regulation section 1.401(a)-21 and any other applicable federal or state law or regulation, I acknowledge and agree that the Custodian Account shall be subject to the provisions of the Uniform Electronic Transactions Act, as passed in the state where the Custodian is organized (South Dakota Codified Law Sections 53-12 et. seq.), and the federal Electronic Signature in Global and National Commerce Act (ESIGN Act, as contained in 15 U.S.C. 7001), as those laws pertain to electronic communication, electronic signatures, and electronic storage of Custodial Account records. In lieu of the retention of the original records, the Custodian may cause any, or all, of its records, and records at any time in its custody, to be photographed or otherwise reproduced to permanent form, and any such photograph or reproduction shall have the same force and effect as the original thereof and may be admitted in evidence equally with the original.

Affiliated Business Disclosure and Conflict of Interest Waiver: The Custodian, New Vision Trust Company, a State Chartered South Dakota Trust Company and American IRA, LLC, a North Carolina limited liability company (Administrator) are affiliated companies by reason of their common ownership and management. Because the two companies are under common ownership and management, the owners of American IRA, LLC, a North Carolina limited liability company will enjoy a direct and/or indirect financial benefit from the fees I pay to New Vision Trust Company, a State Chartered South Dakota Trust Company, a State Chartered South Dakota Trust Company and American IRA, LLC, a North Carolina limited liability company are under common ownership and control, 2) by retaining New Vision Trust Company, a State Chartered South Dakota Trust Company, the Depositor is providing a financial benefit to the owners of American IRA, LLC, a North Carolina limited liability company and that I am free to retain the services of another, unaffiliated Custodian, and 4) I, do acknowledge and confirm that I chose New Vision Trust Company, a State Chartered South Dakota Trust Company, a State Chartered South Dakota Trust Company and that I am free to retain the services of another, unaffiliated Custodian, and 4) I, do acknowledge and confirm that I chose New Vision Trust Company, a State Chartered South Dakota Trust Company freely and with no influence from the Custodian and/or Administrator.

Investment Funding Requirements I understand and agree that I cannot make investments without having available liquid funds in my Account. In addition, if any investment contains provisions for future contractual payments or assessments, (including margin calls), I acknowledge and agree that such payments or assessments shall be borne solely by my Account to the extent such payment is authorized by me or my Designated Representative, and may reduce or exhaust the value of my Account. I further agree to indemnify Custodian and/or Administrator for any and all payments or assessments which may imposed as a result of holding the investment within my Account, and I agree that neither Custodian nor Administrator shall be under any obligation to extend credit to my Account or otherwise disburse payment beyond the cash balance of my Account for any payment or assessment related to the investment. I agree that I am solely responsible for verifying that any bills to be paid from my Account, and accompanying payment instructions, have been received by Custodian and/or Administrator. I further agree that neither Custodian nor Administrator shall be responsible for late fees assessed by any third party where I have not verified that payment instructions have been received, or where the receipt of instructions or documentations has been delayed. Any funds received into a Custodian and/or Administrator Account which is made by check may be subject to a seven (7) business day clearing period before funds are available to invest. ALL NEW ACCOUNTS are subject to a seven (7) calendar day waiting period before any funds can be invested.

10 Fee Schedule								
One-time Account establishment: \$150 (due upon initial application)								
Annual Fee*								
401K Plan + Record Keeping: S	5585 <b>4</b> 01K Plan + F	Record Keeping: \$750	401k Plan Only					
\$95 transaction fee (Purchase/Sa an Asset)	of an Asset)	ansactions (Purchase/Sale	<ul><li>One-time fee</li><li>You will be in charge of your record</li></ul>					
<ul><li>Minimum Cash Balance \$1500</li><li>Plan Document Included</li></ul>	<ul><li>Minimum Ca</li><li>Plan Docume</li></ul>	ash Balance \$1500 ent Included	<ul><li>keeping</li><li>Contact us for more details</li></ul>					
No Annual Fee until your fir	st movement of mone	y! (Investment, Distributio	n, Termination) *Plan Doc Fee of \$300 still applies					
Accounts under \$7,500 pay a lower Annual Fee! (please contact us for details)								
Wire Transfer (incoming/outgoing)		sing Fees  • Certified Mailing: \$10	n					
Cashier's Check (includes overnight)		_	Overnight Mailing: \$20 plus shipping costs					
ACH/Trust/Voided Checks: \$10	11 0,	Notary: \$5						
	Miscella	neous Fees						
Exchange, Re-registration, Re-char	acterization of an	Deposit Research (if decearch)	eposit coupon is not included with deposit) \$25					
Asset/Liability or Leveraged Asset:			7 1 0 ( )					
<ul><li>Expedited Review: \$95 (1 business</li><li>Special services, such as but not li</li></ul>		•	Duplicate Statements \$15 Returned Items, Stop Payment Request, Credit Card Decline \$30					
accounts, processing foreclosures,		· •	Distribution Fee (Monthly/Quarterly/Annually) \$25					
hour. (Minimum charge in increme	= :		ersal of Fees for Alternate Payment Method \$50					
Federal or State Tax Withholding \$	10		om your account causing your cash balance to fall					
Obtain EIN for Plan \$75			nimum account balance \$25 per month until					
<ul> <li>401k Amendment (each additional</li> <li>Qualified Plan Loan Fee (originatio</li> </ul>		Loan Default Fee (401)	ck to the minimum balance.					
· -	•		m distributions: .005 of the termination value (plus					
applicable processing/misc. fees):		3	· ·					
	*Annual Record keeping Fees							
A credit	card convenience fee of 4% will	be charged for all credit ca	ard transactions					
A credit card is Pay Fees By:	* Credit Card	☐ Deduct fees from my	undirected cash in account					
required with each account Card Number:	*	Exp. Da	te:* Security Code:*					
	.*	Dilling	7in Codox*					
Name on Card Annual account fees are not prorated and are withdrawn to			Zip Code:*  pursuant to a specific investment direction by you, as the depositor,					
will be reflected on Depositor's statements, which are avail other assets in Depositor's account to pay for such fees after month, or any portion of any month, an invoice remains particle and/or Federal banking institution, unless Custodian is notice, Custodian may begin the process of closing Deposit on Form 1099 and may subject Depositor to possible taxes fees until such time as Depositor notifies Custodian, of in Depositor's Agreement with the Custodian and must accom	able online. If there are insufficient undirecter a 30-day notification, in accordance with st due, or the maximum allowable under app to otherwise directed by Depositor. Depositor tor's account. Depositor understands that a and penalties. Depositor agrees that account tent Depositor's to close the account or un	ted funds in Depositor's account, or we the Custodial Agreement and Discloss olicable state law. Depositor agrees and runderstand that if fees are not paid we may asset distributed directly to Deposits with past due fees, unfunded accountil Custodian resigns. In accordance we	e prior to funding the transaction. Fees paid from Depositor's account /here any credit card payments are declined, Custodian may liquidate are Statement. Late Payment Fees: Depositor will be charged \$25 per d directs Custodian that Depositor's un-directed cash be placed into a within thirty (30) days after Custodian has provided a written past due tor as part of closing Depositor's account will be reported to the IRS tis, and accounts with zero value will continue to incur administrative with Depositor's Account Application, this Fee Disclosure is part of dule at any time with a 30-day notice to Depositor.					
10 Account Acceptance								
legal claims and the legal process (including su successors and/or assigns) or if we believe in g safety (including that of our officers, director. Disclosure of such information may include sens this document and I further acknowledge that I I SA, 5305-SEP, 5305-C or 5305-EA, as application, "c and any other documents that govern my Custodial Acc	booenas), protect our rights, interest ood faith that it is necessary to prost, owners, employees, affiliates, stitive or personally identifiable infont on averead and consent to the terms of ollectively referred to as "5305" or 4011 count or Sponsored Plan, as such documents.	ts, or property (including that officet the personal safety of an accessors and/or assigns) the armation. By my signature below the New Account Application of the New Account Application of Plan Agreement ("Sponsored Plants are currently written, or as they	r appropriate to comply with applicable law, respond to of our officers, directors, owners, employees, affiliates, y person, including but not limited to: your safety, our safety of the public, or the safety of any third party. w, I confirm that I have read and consent to the terms of n, Custodial Agreement (Form 5305, 5305-A, 5305-AA, 5305-BA) as applicable, Fee Schedule, Account Disclosure Statement w may be amended from time to time, (the "Documents"), which uplicable to my Custodial Account, the 5305 or Sponsored Plan					
Account Holder Printed Name:* Date:*								
FOR OFFICE USE ONLY								
Custodian (or authorized representative) Signature:								
Printed Name:		Date:						