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Self-Directed IRA LLC Intake Form

The Self-Directed IRA LLC (sometimes referred to as a Checkbook LLC) is a unique Limited Liability Company (LLC) created with specific language to meet the Internal Revenue Service and Department of Labor's stringent requirements to ensure the integrity of the IRA.

READ THIS SECTION BEFORE PROCEEDING

Establishing a Self-Directed IRA LLC: The Self-Directed IRA LLC (IRA LLC) must be a newly formed LLC that is clearly owned by the IRA. The IRA owner cannot use an existing LLC they personally own. The IRA LLC must be "Manager" managed, meaning the IRA owner is the Manager of the IRA LLC. Formation of the IRA LLC begins with completing the Self-Directed IRA LLC Intake Form to create the Articles of Organization for the entity. The Articles include the name of your entity, address, and the purpose of the IRA LLC. Preferred Trust Company will form the IRA LLC through the Nevada Secretary of State based on the information provided on the Self-Directed IRA LLC Intake Form.

IRA LLC Operating Agreement: A standard LLC Operating Agreement will not meet the requirements for your IRA LLC. In general, an IRA LLC Operating Agreement should include special tax provisions relating to "Investment Retirement Accounts" and "Prohibited Transactions" pursuant to Internal Revenue Code Sections 408 and 4975. In addition, since the IRA LLC will be managed by a Manager and not the Member, the Operating Agreement must include special management provisions. It is extremely important to have a properly prepared IRA LLC Operating Agreement to meet the requirements of your IRA and the requirements of the Internal Revenue Service for an IRA LLC. Preferred Trust Company will prepare the IRA LLC Operating Agreement based on the information completed on the Self-Directed IRA LLC Intake Form and provide you a copy of the fully executed version for your records. The executed copy of the IRA LLC Operating Agreement will be required by the bank where you will open and maintain the IRA LLC checking account.

Roles and Responsibilities: The IRA LLC is subject to the same prohibited transaction rules and regulations of an IRA, established by the Internal Revenue Service. Due to the the IRA owner acting in the capacity of the Manager of the IRA LLC, it is important to familiarize yourself with the IRA rules and regulations as you are solely responsible for the compliance of the IRA LLC. In general, as Manager of the IRA LLC you **can** sign contracts, analyze investments, write checks and perform administrative functions. As the Manager of the IRA LLC you **cannot** pay yourself a management fee or salary.

As the Manager of the IRA LLC, it is important to keep detailed records of the funds in-and-out of the IRA LLC bank account to maintain the integrity of your IRA. The initial cash/investment into the IRA LLC will come from the IRA established through Preferred Trust Company. As the Manager of the IRA LLC you must record all investments, expenses associated and income received in-and-out of the IRA LLC bank account. As the custodian (Preferred Trust Company) is responsible for reporting the value of the IRA (which includes the IRA LLC) annually to the Internal Revenue Service. This will require the Manager of the IRA LLC to report the Fair Market Value of the IRA LLC annually upon request of the custodian (Preferred Trust Company). **If an IRA owner wants to make a contribution or take a distribution from the IRA this must be completed through the custodian (Preferred Trust Company) and not the IRA LLC.**

Preferred Trust Company performs the duties of a directed custodian and does not provide due diligence to third parties on prospective investments, investment sponsors or service providers and does not sell investments or provide investment, legal, or tax advice.

Acquire a Tax ID Number (EIN) for your Self-Directed IRA LLC: Preferred Trust Company will obtain the EIN number on behalf of the IRA LLC through the Internal Revenue Service and provide you a copy of the SS-4 Form. The IRA LLC is considered a single-member LLC and may be disregarded for tax purposes. If the IRA LLC is disregarded for tax purposes, then it does not need to file a federal tax return with the IRS. If the IRA LLC invests in investments that receive ordinary income or leverages investments, Unrelated Business Income Tax (UBIT) and/or Unrelated Debt Financed Income Tax (UDFI) may require additional tax reporting. Preferred Trust Company recommends that you consult with a tax accountant.

Annual maintenance associated with the IRA LLC: IRA LLC company registration must be renewed annually with the Nevada Secretary of State on or before the anniversary date the IRA LLC was established. All expenses and revenue associated with an investment (i.e. IRA, LLC) owned by the IRA **must** be paid by either the IRA or the IRA, LLC to remain complaint with the IRS. You can elect to pay the registration renewal directly from the funds in the IRA, LLC or complete an Expense Authorization form to have it paid from your IRA cash balance. If you would like Preferred Trust Company to complete the annual registration renewal on behalf of the IRA, LLC, you must define this in the attached form and maintain an adequate balance in the IRA to accommodate a \$200 Alternative Investment Transaction Fee, in addition to the renewal fees charged by the Nevada Secretary of State.

CHECKLIST TO COMPLETE PRIOR TO MAKING AN INVESTMENT WITH YOUR IRA LLC



Establish a Self-Directed IRA with Preferred Trust Company.

Transfer funds to your Self-Directed IRA with Preferred Trust Company.

Complete the IRA LLC Intake Form.

Open a bank account for the IRA LLC.

Complete the Investment Authorization and Direction Form to move funds from the IRA to the IRA LLC bank account.

SECTION 1 | IRA Account Owner Information

Name of IRA Account Owner	<input type="text"/>	PTC IRA Account Number	<input type="text"/>
Vesting Name (Ex. Preferred Trust Company, FBO Client Name, Roth IRA)	<input type="text"/>		
Last 4 Digits of SSN	<input type="text"/>	Phone Number	<input type="text"/>
Email Address	<input type="text"/>		

SECTION 2 | Manager and LLC Information

The following information will be used by Preferred Trust Company to establish the IRA LLC with the Nevada Secretary of State and the Internal Revenue Service.

MANAGER INFORMATION

Manager Name	<input type="text"/>		
DOB	<input type="text"/>	SSN	<input type="text"/>
Manager Address	<input type="text"/>		
Manager City	<input type="text"/>		
Manager State	<input type="text"/>	Manager Zip	<input type="text"/>

IRA LLC INFORMATION

Name of LLC (Option 1)	<input type="text"/>		
Name of LLC (Option 2)	<input type="text"/>		
LLC Address	<input type="text"/>		
LLC City	<input type="text"/>		
LLC State	<input type="text"/>	LLC Zip	<input type="text"/>

REGISTERED AGENT INFORMATION

State of Registration	<input type="text"/>
Registered Agent	<input type="text"/>
Address of Registered Agent	<input type="text"/>

SECTION 3 | Fees and Acknowledgement Information

One-Time IRA LLC Establishment Fee \$700.00

This fee includes the completion of the Operating Agreement for the IRA LLC, establishing Articles of Organization with the Nevada Secretary of State for the IRA, LLC, acting as Registered Agent of the IRA, LLC, and obtaining the EIN number from the Internal Revenue Service for the IRA, LLC.

The initial state filing registration fee to set up the single-Member LLC (i.e. IRA, LLC) with the Nevada Secretary of State is a separate fee.

Annual IRA LLC Maintenance Fees: \$100.00 (Registered Agent Fee) and \$200.00 (Alternative Investment Transaction Fee)

The Registered Agent Fee will be assessed annually from your IRA as Preferred Trust Company is acting as the Registered Agent for IRA, LLC. The Alternative Investment Transaction Fee is assessed from the IRA annually when Preferred Trust Company completes the IRA, LLC registration renewal with the Nevada Secretary of State.

The annual registration renewal fee for the single-Member LLC (i.e. IRA, LLC) with the Nevada Secretary of State is a separate fee.

I acknowledge and agree to the fees outlined above to establishment and maintain of the IRA, LLC owned by my IRA held under custody with Preferred Trust Company.

Signature of IRA Account Owner	<input type="text"/>	Date	<input type="text"/>
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INTERNAL USE ONLY

Verified (Initials and Date)	<input type="text"/>
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