

To better serve you, below please find a list of the documents that need to be submitted prior to funding for a "Checkbook Control" IRA LLC investment.

**NOTE:** All documents must be received in good order at least two (2) business days prior to funding. Documents received after 2pm will be considered as received the next business day.

**\*\*Your Vantage Account must be established prior to forming your IRA LLC, requesting your LLC Tax ID, and opening your "Checkbook Control" LLC bank account\*\***

 **Documents Requested Prior to Funding:**

**Private Company Buy Direction Letter** - All of the following sections must be completed:

- Account Holder Information (Use your Vantage account number)
- Asset Details (Name of the LLC) % of IRA Interest, Total Purchase, (number of shares if applicable)
- Transaction Fees
- Delivery Instructions
- Signature and Date

**Private Company Disclaimer and Indemnity Agreement** - All of the following sections must be completed:

- Account Holder Name (As it appears on your Vantage account application)
- Account Number (Use your Vantage account number)
- Name of Entity (Name of the LLC)
- Choose the option identifying your role personally in the LLC
- Signature and Date

**Private Company Instruction Letter** - All of the following sections must be completed:

- Account Holder Name (As it appears on your Vantage account application)
- Account Number (Use your Vantage account number)
- Name of Entity (Name of the LLC)
- FBO Vesting: Enter Account Holder Name and Account Number (As it appears on your Vantage account application)
- Signature and Date

**Operating Agreement – Vantage does not prepare the operating agreement**

- Vesting of Member: "Vantage FBO *YOUR NAME* (Trad, Roth, SEP) IRA# \_\_\_\_\_"
- Address: 20860 N. Tatum Blvd., Ste 240, Phoenix, AZ 85050
- Indicate IRA Member Percentage of Ownership
- Read and Approved (You as the IRA Account Holder must sign the signature line prior to submitting for processing – LLC Manager's signature is also required)

**Documents submitted to Vantage Retirement Plans:**

**By Email:**

Investments@ VantageIRAs.com

**By Mail:**

Vantage Retirement Plans, LLC  
20860 N. Tatum Blvd., Ste 240  
Phoenix, AZ 85050

**By Fax:**

(480) 306-8408