STRATA
TRUST COMPANY

Public

Investment Checklist

Document checklist and step-by-step guide for investing

Document checklist

Below are the documents required to direct your STRATA Trust Company (STRATA) account to invest in public investments. To help ensure a smooth investment process, we recommend submitting forms online whenever available. Online submission helps reduce errors, provides secure data transmission, and results in faster processing times.

Brokerage Account

Brokerage or clearing firm

- [ ] Non-IRA Brokerage Account Application
- [ ] Investment Direction - Public Investments

TradeStation

- [ ] IRA-owned TradeStation Account Application
- [ ] Investment Direction - TradeStation

Public LP, LLC, or REIT

- [ ] Investment Application
- [ ] Investment Direction - Public Investments

Understanding roles

Investing in public investments through a self-directed retirement account involves three key roles. Each party's responsibilities may vary based on how the investment is structured. Understanding these roles and responsibilities helps ensure the investment is properly administered throughout its lifecycle.

1. Custodian
Administers your account including IRS tax reporting when applicable and processes transactions at your direction.

2. Accountholder
Selects the investment, performs due diligence, directs all investment decisions, and is responsible for IRS compliance, including avoiding prohibited transactions.

3. Investment provider
Executes investment transactions or issues the investment, maintains investment records, and provides account or investment reporting, as applicable.

Before you invest

Investing in public investments through a self-directed retirement account requires careful planning and attention to IRS requirements. The items below highlight common areas that can delay a transaction, create additional documentation requirements, or result in compliance concerns. Reviewing these considerations before investing can help support a smoother transaction process.

- ☑ **Brokerage/clearing firms** — For accountholders wanting to trade securities, please be aware that not all brokerage firms allow third-party registration. It is important to check with your broker *prior* to establishing a new account or providing investment direction instructions. TradeStation Securities Inc. offers STRATA accountholders and their advisors the convenience of trading public stock, mutual funds, ETFs, and much more. You can learn more here.

- ☑ **Investment registration** — Ensure all legal documents show ownership of the investment and/or brokerage account is in the name of your STRATA retirement account. Investment registration should be listed as:
  - » **STRATA Trust Company, Custodian FBO (Accountholder Name), Account (#)**

- ☑ **Funding** — Deposit sufficient cash in your retirement account to complete the transaction and cover applicable fees. Funding timelines vary by transfer method and financial institution and are often the longest part of the investment process.

- ☑ **Signatures** — Review all transaction documents, then sign where indicated to acknowledge that you have read and approved them before submitting them to STRATA for processing. STRATA will execute documents in its custodial capacity, where applicable.

Who is a disqualified person?

Throughout the retirement account ownership of the investment the accountholder is responsible for avoiding transactions involving disqualified persons, as defined by IRC §4975. Transactions with disqualified persons may result in the loss of your account's tax-advantaged status and significant tax consequences. Examples of disqualified persons include:

- You and your spouse
- Lineal descendants such as children or grandchildren (and their spouses)
- Lineal ascendants such as parents or grandparents
- Entities in which you or other disqualified persons hold a combined interest of 50% or more

Prohibited transaction self-check

While not exhaustive, the questions below highlight common compliance risks associated with self-directing a retirement account and investing in public investments. Complete this preliminary self-check before opening and funding your STRATA account.

Disqualified person

No • • • Are you purchasing, selling, or transacting with yourself, another disqualified person, or an entity owned or controlled by a disqualified person? • • • Yes

Personal benefit

No • • • Will you or another disqualified person receive any direct or indirect personal benefit from this investment other than the investment return earned by your retirement account? • • • Yes

Services

No • • • Will you or another disqualified person manage, control, or provide services to the investment or receive compensation beyond that of a passive investor? • • • Yes

Personal use

No • • • Will you or another disqualified person use or otherwise benefit from the investment before it is distributed from your retirement account? • • • Yes

Open and fund your account

If you answered "No" to all questions above, you may proceed with opening and funding your retirement account. Retirement account transactions remain subject to compliance review, and you are responsible for ensuring compliance with IRC §4975 and other applicable IRS regulations.

Consider personal ownership

If you answered "Yes" to any question above, a retirement account may not be the best fit for your investment. Alternative assets held in retirement accounts are subject to IRS rules regarding possession, control, and prohibited transactions with disqualified persons.

Process overview

Before getting started, review STRATA's prohibited transaction self-check to confirm your investment aligns with IRC §4975 and review permitted public investments in our Self-Directed Knowledge Center.

STEP 01
Eligibility

If investing through a brokerage or clearing firm, confirm third-party registration eligibility.

STEP 02
Open

Open your STRATA account online in just minutes.

STEP 03
Fund

Fund your account via transfer, rollover, or contribution. Review STRATA's Fee Schedule and ensure sufficient funds are available to cover:

- Purchase price
- STRATA fees (annual + processing)

STEP 04
Invest

Once your STRATA account is open, funded, and either the investment application or brokerage account application is completed with the provider of your choice then you're ready to direct your investment.

STEP 05
Confirm

The investment will remain pending until STRATA receives confirmation of funding and registration.

Timeline

The timeline provided is a general estimate based on typical public investment transactions. Processing times are not guaranteed and will vary depending on transaction complexity, other service provider timelines, and the timely receipt of all required documentation in good order.

STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
ELIGIBILITY	OPEN	FUND	INVEST	CONFIRM
Varies	2-3 business days	Typically 5-20 business days	2-3 business days	Typically 30 business days

Step-by-step guide

STEP 01

☐ Confirm registration eligibility

If investing through a brokerage/clearing firm, it is important to confirm eligibility. Not all brokerage/clearing firms allow third-party registration; it is important to check with your broker prior to opening your STRATA retirement account. For brokerage accounts or publicly registered non-traded investments, STRATA's address *should be the address on the account so that all statements and/or confirmations are mailed to STRATA.* These are the documents used to confirm purchases, update investment activity, and typically used for annual valuation reporting.

STEP 02

☐ Open

Visit Get Started to open a new retirement account. You will be asked to select your anticipated investment type, select a retirement account type to hold the investment in, and choose a funding method. If you are transferring or rolling over assets from another retirement account, IRS regulations require the receiving account to be the same retirement account type (for example, Roth IRA to Roth IRA or Traditional IRA to Traditional IRA).

STEP 03

☐ Fund

Funding options include direct transfers, rollovers, and annual contributions. While many funding transactions are completed within 5–20 business days, actual timelines may be shorter or longer depending on the circumstances. We recommend initiating the funding process as early as possible, as funding timelines vary based on the funding method selected and the delivering institution's processing times.

If you skipped the funding step when opening your account or already have an established STRATA account, you may add funds at any time through Fund Your Account, where you can review available funding options and typical processing timelines for each.

Once STRATA receives the funds, they typically post to your STRATA account within 2–3 business days. Ensure sufficient funds are available to cover any applicable processing fees. View STRATA's Fee Schedule.

STEP 04

☐ Invest

Once your STRATA account is open, funded, and either the investment application or brokerage account application is completed with the provider of your choice, then you're ready to direct your investment. Complete the appropriate investment direction form below to authorize STRATA to send funds from your account to the investment provider.

- ☐ **Public LLC, LP, REIT investment direction:** Submit STRATA's Investment Direction Public Investment form and include:
  - ☐ **Account agreement** - Submit a copy of the investment provider's completed account agreement with your investment direction instructions.
- ☐ **IRA-owned brokerage account investment direction:** Submit STRATA's Investment Direction Public Investment form and include:
  - ☐ **IRA-owned brokerage account application** - Once you have established your brokerage account with the firm of your choice, then you are ready to submit investment direction form and upload a copy of your completed application.
- ☐ **IRA-owned TradeStation account -** If TradeStation is the brokerage of choice, then once you have established an account with them via TradeStation Account Application, you are ready to submit your completed application along with STRATA's Investment Direction - TradeStation form.

BROKERAGE ACCOUNT REGISTRATION

STRATA Trust Company, Custodian FBO (Accountholder Name), Account (#)

*Tax ID: 26-2637994

*STRATA's Tax ID should be used in place of the investor's SSN to retain the tax-exempt status for the IRA investment.

STEP 05

☐ Confirm - Public LLC, LP, REIT only

Within 30 days of funding, the investment provider must provide confirmation that the investment has been completed, unless statements or confirmations are being mailed directly to STRATA. If needed, investment providers may submit STRATA's Alternative Investment Purchase Confirmation form along with supporting documentation showing retirement account registration, purchase amount, and date of purchase. Until confirmation is received, the investment will appear as Pending in your STRATA account.

Managing your investment

Use the resources below to help manage your self-directed account. Successfully investing in alternative assets requires more than investment due diligence—it also requires understanding the rules, responsibilities, and ongoing requirements of retirement account ownership.

- ## Valuation reporting

  The IRS requires all custodians to obtain and report the fair market value (FMV)—or a good-faith estimate (GFE)—of each asset held in a retirement account annually and prior to certain taxable events, such as a distribution or Roth conversion. STRATA typically relies on the investment provider to provide this. However, if the FMV is reported through a fund administrator, transfer agent, or other third party, STRATA will either need access to the portal or may require your assistance to obtain the FMV.

- ## Income and expenses

  » Payments may be deposited directly into your STRATA account using the Deposit Certification form. If STRATA receives payments from a third party by check, ACH, or wire, the payment instructions must clearly identify the STRATA account, investment name, and how the payment should be applied. Include the following information:

  - Accountholder name
  - STRATA account #
  - Investment name
  - Payment breakdown (if applicable)

  For example: John Smith | #123456 | New Investment LLC | $1,000 Interest Income

  » All expenses related to the investment must be paid from your STRATA account. Per IRS rules, you may not pay these expenses out-of-pocket or with a personal credit card. Submit STRATA's Expense Payment Authorization form along with the invoice or other document that clearly identifies the STRATA account.

- ## Available funds

  Maintain sufficient cash in your STRATA account to cover ongoing custody throughout the life of your investment. Available cash may be needed to satisfy future account obligations, such as required minimum distributions (RMDs), valuation reporting, or other account-related activities.

- **Access your account**

  Visit STRATA's Self-Directed Knowledge Center to learn how to set up your online account, find important documents within your account, reset your password, and much more.

- **Enroll in AutoPay**

  Make the payment of your retirement account fees easy by enrolling in AutoPay. Simply submit your credit or bank card information and your routine fees, including transaction fees, are on cruise control. Fill out the Fee Payment Authorization form and select the AutoPay option to get started.

- **Explore support resources**

  STRATA's Client Support resources offer tailored guidance based on your investment type. Visit our general Client Support page for answers to common account questions.

STRATA
TRUST COMPANY

Seamless custody,
endless possibilities

www.StrataTrust.com

STRATA Trust Company ("STRATA") performs the duties of a directed (passive) custodian, and as such does not provide due diligence to third parties regarding prospective investments, platforms, sponsors, dealers or service providers. As a custodian, STRATA does not sponsor, endorse or sell any investment and is not affiliated with any investment sponsor, issuer or dealer. STRATA does not provide investment, legal or tax advice. Individuals should consult with their investment, legal or tax professionals for such services.

Investment Products: Not FDIC-Insured • No Bank Guarantee • May Lose Value

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