



QUEST TRUST
C O M P A N Y

Asset Conversion/Exchange

Quest Trust Company
17171 Park Row, Suite 100
Houston, TX 77084
P: 800.320.5950
F: 281.646.9701
Transactions@QuestTrust.com

Processing Instructions: The official processing of investment documents begins on the first business day in which all investment forms and correctly vested agreements are properly endorsed and submitted to Quest Trust Company. Once all forms and agreements have been correctly submitted, funding can be expected within 48 business hours of that time.

Use this form to direct Quest Trust Company to convert or exchange an investment in your account from one type of investment to another type of investment. All investment documents must be titled in the following format: **Quest Trust Company FBO [Account Holder's Name] [IRA or HSA or CESA] #[Account Number]**

A. ACCOUNT HOLDER INFORMATION

Name:	Account Number:
Account Type: <input type="checkbox"/> Traditional IRA <input type="checkbox"/> Roth IRA <input type="checkbox"/> SEP IRA <input type="checkbox"/> SIMPLE IRA <input type="checkbox"/> HSA <input type="checkbox"/> ESA	

B. HOW WOULD YOU LIKE TO PAY YOUR FEES? (ALL FEES ARE DUE PRIOR TO FUNDING)

Fees Due:

\$125.00 Transaction Fee	\$35.00 Overnight Mail (If applicable)
\$30.00 Wire Transfer (If applicable)	\$5.00 ACH Transfer or Trust Check (If applicable)
\$295.00 Administrative Fee (If applicable)	

Choose A Payment Method:
 Deduct From Account Check Enclosed Credit Card on File

To add, change, or update a credit card, please contact our office.

C. ASSET TO BE EXCHANGED

Asset Name/Description

Asset Type:
 Real Estate Cashier's Check Promissory Note Private Entity/Stock Other: _____

D. NEW ASSET INFORMATION

PROMISSORY NOTE

Note Amount:	Dollar Amount to be Funded:	Interest Rate:	Maturity Date:
Percentage of Ownership Within Account: _____ %		Type of Payment: <input type="checkbox"/> Interest Only <input type="checkbox"/> Amortized*	*If amortized, please include copy of amortization schedule.
Borrower's Name (Individual or Entity Name):			
Borrower's Street Address:		Borrower's City, State, Zip Code:	
Borrower's Phone Number:		Borrower's SSN and/or EIN:	

Loan Collateral:

Unsecured (Please read and initial below)

_____ I acknowledge that Quest Trust Company did not recommend this investment nor are they responsible to perform any due diligence on this investment. I acknowledge that this loan is unsecured and is not guaranteed by Quest Trust Company or any other party, entity or individual.

Secured (Please read and initial below)

_____ I understand that Quest Trust Company will not record any collateral documents, including, but not limited to mortgages, deeds of trust, or other liens, with any county or governing body. I understand it is my responsibility to ensure proper recording is done regardless of whether funds are sent through a title company or directly to the borrower. Loan Secured by:

Real Estate: Property Address: _____

Title Company Name and Contact: _____

Mobile Home: VIN: _____

Other: Description: _____



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<input type="checkbox"/> REAL ESTATE/ TAX LIEN ASSET	
Asset Name/Description (Borrower's Name or Security):	
Property Address or Legal Description (If you are purchasing multiple tax liens, please provide a spreadsheet identifying each tax lien):	
Contract Price:	Is the account partnering for purchase?

<input type="checkbox"/> PRIVATE ENTITY/STOCK (We will need additional Private Placement Instruction Letter to be submitted)	
Private Entity Name:	
Price (Price per share/unit):	Quantity (Number of shares/Units):

E. FAIR MARKET VALUATIONS

Updated Annual Valuation: The Internal Revenue Service (IRS) requires that the value of all assets in my account must be updated annually at the end of each calendar year, including this asset I intend to purchase. To satisfy this requirement, please review the following options available to you:

- I will obtain an independent qualified valuation and provide it to Quest Trust Company when requested.*
- I authorize Quest Trust Company to obtain a qualified valuation as outlined above. I understand and agree that the charge for this service will be the cost of the valuation plus \$50. **

**By making this election, I agree to provide the prior year-end value of this investment by no later than May 31st of each year on a form provided by the Custodian, with substantiation attached to support the value provided.*

***Please note that QTC will, to the best of our abilities, attempt to obtain the annual valuation for this asset by utilizing the information you have provided on this form. However, if QTC is unable to collect the information, we will notify you and a fee will not be assessed. In addition, this authorization only covers annual fair market valuations. You are responsible for providing the valuation related to any taxable events (e.g. in-kind distribution or Roth conversion). Please provide the contact information for the person who can best provide valuation information for this asset below.*

Contact Name for Investment (e.g. Managing Member, Trustee, or Operator):	Contact Role:
Mailing Address:	
Phone Number:	Contact E-mail Address:

F. DISQUALIFIED PERSONS (PARTIES IN INTEREST) STATEMENT

Please answer the following questions as it relates to these individuals: **you, your spouse, your children or other direct descendants or their spouses, or your parents or other direct ascendants.**

1. Are you exchanging this asset from any of the above mentioned individuals, either personally or through an entity? Yes No
2. Will any of the above mentioned individuals or any other disqualified person receive a personal gain or benefit as a result of the exchange of the asset related exchange? Yes No
3. If you are exchanging your existing asset for interest in a private entity, are any of the above mentioned individuals an officer, director, or employee of the investment entity or any affiliate of the investment entity? Yes No N/A
4. If you are exchanging your existing asset for interest in a private entity, will any of the above mentioned individuals or entities under their control collectively own a majority or controlling interest in the investment entity? Yes No N/A

If yes to any of the questions above, please explain: _____



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G. DELIVERY INSTRUCTIONS

All processed documents will be sent to the address below.

<input type="checkbox"/> FAX	Fax Number:	Attention to:
<input type="checkbox"/> Email	Email Address:	Attention to:
<input type="checkbox"/> MAIL	Mail to:	
	Address:	City, State, Zip Code:
<input type="checkbox"/> Send Overnight Mail (\$35)		<input type="checkbox"/> Send Regular Mail

H. AUTHORIZATION

I confirm that I am directing Quest Trust Company (QTC), as Custodian of my account, to complete this transaction as specified above. I specifically authorize the Custodian to sign any and all documents necessary to complete this transaction. I understand that my account is self-directed, and I take complete responsibility for any investment I choose for my account, including the investment specified in this Asset Conversion/Exchange form. I understand that the Custodian does not sell or endorse any investment products, and that they are not affiliated in any way with any investment provider. I understand that the role of the Custodian is limited, and the Custodian's responsibilities do not include investment selection for my account. I acknowledge that the Custodian has not provided or assumed responsibility for any tax, legal, structuring or investment advice with respect to this investment, and I agree that the Custodian will not be liable for any loss that results from my decision to purchase this investment. I understand that the Custodian has not reviewed nor will review the merits, legitimacy, appropriateness or suitability of this investment for my account, and I certify that I have done my own due diligence investigation prior to instructing the Custodian to make this investment for my account. I understand that the Custodian does not determine whether this investment is acceptable under the Employee Retirement Income Security Act (ERISA), the Internal Revenue Code (IRC), or any applicable federal, state, or local laws, including securities laws. I understand that it is my responsibility to review any investments to ensure compliance with these requirements.

I understand that in processing this transaction the Custodian is only acting as my agent, and nothing will be construed as conferring fiduciary status on the Custodian. I agree that the Custodian will not be liable for any investment losses sustained by me or my account as a result of this transaction. I agree to indemnify and hold harmless the Custodian from any and all claims, damages, liability, actions, costs, expenses (including reasonable attorneys' fees) and any loss to my account as a result of any action taken in connection with this investment transaction or as a result of serving as the Custodian for this investment, including, without limitation, claims, damages, liability, actions and losses asserted by me.

I understand that if this Asset Conversion/Exchange form and any accompanying documentation are insufficient, or if the Custodian deems it to be administratively infeasible to act as the Custodian for this investment, the Custodian may choose not to process this transaction. For instance, if the required information or documents are not received as required, or, if received, are unclear in the opinion of the Custodian; or, if there is insufficient Undirected Cash in my account to fully comply with my instructions to purchase the investment and to pay all fees. Again, the Custodian reserves the right to not process this transaction until proper documentation and/or clarification is received, and the Custodian will have no liability for loss of income or appreciation.

I understand that my account is subject to the provisions of Internal Revenue Code (IRC) §4975, which defines certain prohibited transactions. I acknowledge that the Custodian has not made nor will make any determination as to whether this investment is prohibited under §4975 or under any other federal, state or local law. I certify that making this investment will not constitute a prohibited transaction and that it complies with all applicable federal, state, and local laws, regulations and requirements.

I understand that my account is subject to the provisions of IRC §§511-514 relating to Unrelated Business Taxable Income (UBTI) of tax-exempt organizations. If this investment generates UBTI, I understand that I will be responsible for preparing or having prepared the required IRS Form 990-T tax return and any other documents that may be required. I understand that the Custodian does not make any determination of whether or not investments in my account generate UBTI.

I understand that with some types of accounts there are rules for Required Minimum Distributions (RMDs) from the account. If my account is now subject to the RMD rules, or will become subject to those RMD rules during the term of this investment, I represent the following: I have verified that this investment will provide income or distributions sufficient to cover each RMD; or as an alternative, I affirm that there are other liquid assets in this account or in another account from which I will be able to withdraw my RMDs. I understand that failure to take RMDs may result in a tax penalty of 50% of the amount I should have withdrawn.

If the New Asset is an entity or other private placement, I understand that the Custodian does not review or approve the subscription agreement, operating agreement, by-laws, limited or general partnership agreement, trust agreement or any other similar agreement regarding the purchase or operation of the entity I am instructing the Custodian to invest in for my account via this Asset Conversion/Exchange form (the "Entity"). I understand that I am solely responsible for making sure that the Entity was not formed and will not operate in a way that does or may lead to a prohibited transaction under IRC §4975. I understand that if the Entity becomes a "disqualified person" (as that term is defined in IRC §4975) upon funding, then any future mandatory capital calls may be considered to be a prohibited transaction under IRC §4975. I agree to indemnify and hold harmless the Custodian and their respective officers, directors, shareholders and employees against any liability associated with investing in the Entity, including funding a capital call, and including any liability that arises because the investment is or may be a prohibited transaction under IRC §4975. I understand that I am responsible for confirming that no "disqualified person" with respect to my account will benefit from this investment in any way which is prohibited by IRC §4975.

If the New Asset is an entity or other private placement, I represent that I have done my own due diligence on the Entity. I understand that the Custodian does not make any attempt to evaluate the Entity or the individuals involved with the Entity. I understand that I am solely responsible for evaluating the Entity, its



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operations and its investment potential. I understand that my investment in the Entity may be subject to the Plan Asset Regulations (29 C.F.R. § 2510.3-101) and Interpretive Bulletin 75-2 (29 C.F.R. § 2509.75-2) issued by the U.S. Department of Labor. If these regulations apply to this investment, the Entity is disregarded for purposes of the prohibited transaction rules of IRC §4975, and officers, directors, managers and the like may become fiduciaries of my account. I represent that I understand the Plan Asset Regulations and Interpretive Bulletin 75-2 or I have consulted with competent legal counsel regarding these regulations and their potential application to the Entity prior to making my investment decision.

If the New Asset is real estate or a promissory note secured by real estate, I understand that the Custodian does not bear or assume any responsibility to notify me or to secure or maintain any fire, casualty, liability or other insurance coverage, including but not limited to title insurance coverage, on this investment or on any property which serves as collateral for this investment. I acknowledge and agree that it is my sole responsibility to decide what insurance is necessary or appropriate for investments in my account, and to direct the Custodian in writing (on a form prescribed by the Custodian) to pay the premiums for any such insurance.

If the New Asset is real estate or a promissory note secured by real estate, I further understand and agree that the Custodian is not responsible for notification or payments of any real estate taxes, homeowner’s association dues, utilities or other charges with respect to this investment unless I specifically direct the Custodian to pay these amounts in writing (on a form prescribed by the Custodian), and sufficient funds are available to pay these amounts from my account. I acknowledge that it is my responsibility to provide to the Custodian or to ensure that the Custodian has received any and all bills for insurance, taxes, homeowner’s dues, utilities or other amounts due for this investment. Furthermore, I agree that it is my responsibility to determine that payments have been made by reviewing my account statements.

I understand that all communication regarding this transaction must be in writing and must be signed by me or by my authorized agent on my behalf, and that no oral modification of my instructions will be valid.

I understand that no person at the office of the Custodian has the authority to modify any of the foregoing provisions. I certify that I have examined this Direction of Investment and any accompanying documents or information, and to the best of my knowledge and belief, it is all true, correct and complete.

Prepared By:

Account Holder
Limited Power of Attorney

Signature

Date