

Note Payoff or Sale of Asset

IMPORTANT INFORMATION

Use this form to process a final payoff from the borrower for a Promissory Note, Loan, Deed of Trust or Mortgage, that your account is the lender on. Once final payment has been received the Asset will be booked off your account. Also use this form for an Assignment of Note or Sale of Option Contract. We will need a copy of the Assignment or Purchase of Option Agreement.

1. Account Owner Information

First Name: _____ MI: _____ Last Name: _____

Last 4 of SSN: _____ Date of Birth: _____ Phone Number: _____

Directed IRA Account Number: _____ Account Type: _____

2. Loan/Asset Information

Borrower Name/Asset Name on Record: _____ Account % of Ownership: _____

3. Final Payment Information (if applicable) If final payment has already been remitted, see section 4 below.

This is a (select one): Full Payoff or Assignment of Note/Sale of Option

Expected Final Payment Date: _____ Amount: \$ _____

Payment Method: Check Wire/ACH (Incoming Wire/ACH or Check Instructions are attached)

4. Remove Loan/Asset from Account

Final payment has been remitted to Directed Trust Company as of, _____ (mm/dd/yyyy) and the Loan/Asset has been paid in full. I hereby authorize Directed Trust Company to book-out the Asset listed in Section 2 above, remove it from my account portfolio and sign a reconveyance letter (if provided).

5. Acknowledgement & Signature

My account is self-directed and I, alone, am responsible for the selection, due diligence, management, review, and retention of all investments in my account. I agree that Directed Trust Company (Tradename, Directed IRA), the Custodian and Administrator, is not a "fiduciary" for my account, as the term is defined in the Internal Revenue Code, ERISA or any other applicable federal, state or local laws Directed Trust Company is solely the passive, directed custodian for my account and acts only pursuant to my written instruction. I acknowledge and confirm that I have received, read and understand each of the disclosures for my account(s) and direction(s) of investment, and consent and agree to the terms and condition contained therein.

By signing below, I hereby direct Directed Trust Company, in its passive capacity, to enact this transaction for my account and hereby release, indemnify, and agree to hold harmless and defend Directed Trust Company in the event that this transaction violates any federal or state law or regulation, results in litigation, or otherwise results in disqualification, penalty, fine, or tax imposed upon me, my account, or Directed Trust Company.

Please note electronic signatures on this form must include the electronic signature Certification page or Certification Stamp. If one is not included, we will not accept this form.

➤ _____
Account Owner Signature

Date

INVESTMENTS: NOT FDIC INSURED ■ NO GUARANTEE ■ MAY LOSE VALUE

[Secure File Upload](#)

www.directedira.com/secureupload

Email Forms to:

Accounting@directedira.com

Send Mail to:

3033 N. Central Ave. Ste. 415
Phoenix, AZ 85012

Phone: (602) 899-9396

Fax: (602) 899-9641

Directed IRA is a tradename of Directed Trust Company, an Arizona Corporation

Incoming Wire, ACH, and Check Instructions

IMPORTANT INFORMATION

Electronic payments may be sent to your Directed IRA account using the following instructions:

Company Address:

Directed Trust Company
3033 North Central Avenue, Suite 415
Phoenix, AZ 85012

Incoming Wire Transfers

All wires of funds to be deposited into a Directed Trust Company Account must be sent to:

Wells Fargo Bank, NA
420 Montgomery Street
San Francisco, CA 94104

ABA #: 121000248
Swift Code: WFBIUS6S
Directed Trust Company account number: 8450721009
The 'Additional Information' field of your wire must include: Directed Trust Company FBO (Client Name) (Account Type)

Please note: Title companies must include property address. The address above should be used for wired funds only. All checks made payable to a Directed IRA account must be mailed to the address noted on our website, www.directedira.com.

Incoming ACH

ACH Format: CCD
Receiving Bank Routing Transit Number: 124002971
Directed Trust Company account number: 8450721009

Addenda Record Information

Account information: Directed Trust Company FBO (Client Name) (Account Type)

Asset ID or Asset description: As applicable

Transaction details such as:

- "Principal" with \$ amount and/or "Interest" with \$ amount
- "Contribution" with Tax Year
- "Rental Income"
- "Payoff/ Liquidation"
- "Dividend Payment"
- "Transfer Funds"
- "Rollover Funds"
- "Misc. Payment" with description (e.g., "Escrow Refund")

Incoming Check

Make Checks Payable to: Directed Trust Company
Memo: (Account Name) (Account Number)
Mail To: 3033 N. Central Ave, Ste 415, Phoenix, AZ 85012

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