

Self-Direct in 3 Easy Steps

**Step 1:**

Open an Account

**Step 2:**

Fund an Account

**Step 3:**

Invest an Account

Submit Your Completed Application

Secure File Upload:

Click the link below to submit your documents electronically through the secure document portal
<https://directedira.com/secureupload>

Email:Clients@directedira.com**Mail:**

3033 North Central Ave., Suite 415
Phoenix, AZ 85012

Fax:

602.889.9641

Questions? Call us at:

602.899.9396

Self-Direct Your IRA. Invest in What You Know. Take Control of Your Retirement™

Instructions for Establishing an IRA/LLC

This IRA/LLC will be formed and charged by the law firm of KKOS Lawyers. Directed IRA and KKOS Lawyers are separate companies but have some common owners. You can directly engage with any lawyer or law firm of your choosing.

 1. Open a Self-Directed Account

If you have not already please visit www.directedira.com/open-accounts/ to establish the self-directed account.

 2. Fund your Self-Directed Account

It is not a requirement to fund the account prior to KKOS starting the IRA/LLC, however, the exact amount you would like to use to fund your IRA/LLC is required on the Information In-Take Form.

 3. Submit the IRA/LLC Information In-Take Form **4. Set up bank account for the IRA/LLC**

KKOS will provide you with documents needed to establish this account once the LLC is formed.

 5. Complete Direction of Investment Form

During the IRA/LLC process KKOS will prepare the Direction of Investment form. This form authorizes Directed IRA to invest the designated amount from the self-directed account to the IRA/LLC bank account.

This transaction usually occurs by check since you won't have an LLC bank account yet for a wire. If your bank will establish the LLC business checking account before funds are received, you can opt for a wire transfer through our IRA/LLC Funding Amendment Form.

 6. Begin Investing with your IRA/LLC account

Directed IRA is a tradename of Directed Trust Company. Directed Trust Company performs the duties of a directed custodian, and as such 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.

IRA/LLC Information In-Take Form

IMPORTANT INFORMATION

You will utilize this form when you would like to proceed with establishing an LLC for your Directed IRA account. This LLC will include retirement plans as members of the Company, and this type of company is often referred to as an "IRA/LLC". The information you provide below will be forwarded to KKOS Lawyers to form this LLC. Directed IRA does not prepare these documents nor do we collect fees to create this entity. KKOS Lawyers services will include drafting all necessary documents, creating a corporate kit, filing all necessary forms with the State and IRS to obtain Tax ID numbers, and mailing charges.

1. Account Owner Information

First Name: _____ MI: _____ Last Name: _____
Phone Number: _____ Email: _____

2. General IRA/LLC Information

- Single-Member IRA/LLC (\$800.00 plus state filing fees) **Total Funding Amount**
 Multi-Member IRA/LLC (\$1,500.00 plus state filing fees) \$ _____

If the investment amount exceeds the available cash in my account, I hereby request the amount to be decreased to the available cash in my account.

Please provide at least two names for the IRA/LLC (KKOS Lawyers will verify which names are available with the appropriate Secretary of State, please list them in order of preference).

1. _____ 2. _____

3. Member Information

Please list the Directed IRA Accounts you would like to utilize and the amount to be invested from said account (ie. Directed Trust Company FBO John Smith Roth IRA, Directed Trust Company FBO John Smith SEP IRA). If there are individual owners, please provide the name and address. (*if applicable)

Directed Trust Company FBO: _____ Amount: _____ Account Number: _____

Directed Trust Company FBO: _____ Amount: _____ Account Number: _____

Individual Owner*: _____ Amount: _____

Individual Owner's Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Social Security Number: _____

Individual Owner*: _____ Amount: _____

Individual Owner's Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Social Security Number: _____

4. Manager Information

You can be the manager of the IRA/LLC, but you cannot pay yourself a salary or perform services outside of analyzing investments, signing contracts, writing checks, and other administrative functions.

Manager 1: _____ Address: _____

Date of Birth: _____ Social Security Number: _____

Manager 2: _____ Address: _____

Date of Birth: _____ Social Security Number: _____

5. Business Address for IRA/LLC (this can be your personal address)

Address: _____

City: _____ State: _____ Zip: _____

6. State Selection and Registered Agent Information

If you are buying property with the IRA/LLC, KKOS Lawyers generally recommends setting up the IRA/LLC in the state where the property is located. The registered agent can be you if you reside in the state of the IRA/LLC. Or you can choose KKOS Lawyers to act as the registered agent for an additional fee in any state.

State: _____

Registered Agent: Myself - at my address KKOS Lawyers (additional \$125) Other: _____

Other Registered Agent's Address (Not a P.O. Box) : _____

City: _____ State: _____ Zip: _____

7. Consultation

If you have legal or tax questions regarding establishing the IRA/LLC it is recommended that you schedule an attorney consult, which is included in the flat fee of \$800. If you do not have any legal or tax questions at this time KKOS will get started immediately on establishing your entity.


- I have legal or tax questions and would like to schedule a consult.
- I do not have any questions at this time. Please begin processing my paperwork.

8. Fees

Upon receiving your information, KKOS will get started immediately on the paperwork necessary to complete your IRA/LLC. The fee for the IRA/LLC is \$800 plus state filing fees for a single owner/member of the IRA/LLC and is \$1,500 plus state filing fees if there are two or more owners/members. If you wish to use KKOS' Registered Agent service, it is an annual fee of \$125.

The LLC establishment fee, state filing fee, registered agent fee or any additional a la carte fees discussed with your attorney or paralegal will be billed by KKOS Lawyers. Directed IRA by Directed Trust Company as a directed custodian does not provide any legal, tax or investment advice.

- Please bill my IRA account at Directed IRA for all legal fees associated with this IRA/LLC
- Please charge my credit card for all legal fees associated with this IRA/LLC

Credit Card Information	
Card Type: <input type="radio"/> VISA <input type="radio"/> MasterCard <input type="radio"/> AMEX <input type="radio"/> Discover	
Name on Card: _____	
Card Number: _____	
Exp. Date (mm/yy): _____ / _____ CVV (security code on back of card): _____	
Billing Address: _____	
City: _____ State: _____ Zip Code: _____	
 _____	_____
Card Holder Signature	Date (required)

9. Acknowledgment & Signature

I agree to the fees incurred by Kyler Kohler Ostermiller & Sorensen, LLP (KKOS Lawyers) as outlined herein and agree to allow my fees to be charged to the preference selected in Section 8 above.

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 (required)

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

[Secure File Upload](#)

www.directedira.com/secureupload

Email Forms to:

Investments@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