

GENERAL GUIDELINES

The following coupon must be remitted with all contributions, rollovers, deposits or investment payments in the form of a check or wire.

- Please include a separate **Funding Coupon** for each check or wire. (NOTE: PLEASE FAX FUNDING COUPON PRIOR TO WIRE TRANSFER)
- Do not include any investment instructions on the **Funding Coupon**.

SUBMISSION OPTIONS

BY FAX

440-365-1447

OVERNIGHT

ETC Brokerage Services
1 Equity Way
Westlake, OH 44145

REGULAR MAIL

ETC Brokerage Services
P. O. Box 451340
Westlake, OH 44145

BY E-MAIL

ETCBrokerage@ETCBrokerage.com

CONTACT INFORMATION

For assistance, please contact a Representative at:

Phone:

877-819-8918

Fax:

440-365-1447

Or e-mail questions to:

ETCBrokerage@ETCBrokerage.com

CHECK INSTRUCTIONS

- MAKE CHECKS PAYABLE TO:
ETC Brokerage Services (ETC Brokerage), Custodian FBO
"Account Holder's Name".

John Smith 1001 Lake Blvd Cleveland, OH 44145	DATE: 05/01/15	CHK # 00 0000 0000
PAY TO <u>ETC Brokerage Custodian FBO John Smith</u>		\$3,000
Three Thousand and _____		00/100
MEMO <u>Acct # 123456789</u>		<u>John Smith</u>

- Please include the ETC Brokerage Services account number on the memo line of the check.

WIRING INSTRUCTIONS

- Please complete the **Funding Coupon** on the following page and **SUBMIT PRIOR TO THE WIRE BEING SENT**. Wires received without prior notification may cause delays in processing.
- The incoming wire fee will automatically be deducted from the account.

Wiring Funds to ETC Brokerage Services:

- **Wire to:** BMO Harris Bank NA
ABA Number: 071000288
Account Number: 2470177
- **For Credit to:** ETC Brokerage
- **For Further Credit:** Account Holder's Name,
Account Number

DO NOT FAX OR MAIL THIS COVER PAGE

INVESTMENT PRODUCTS: NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE



FUNDING COUPON

DO NOT staple or tape coupon to the check. Make Checks Payable To: ETC Brokerage, Custodian FBO "Account Holder's Name, Account Number" If funds are being wired, please fax this Funding Coupon prior to the wire transfer.

Account Registration	Account Number	Deposit Amount
Designated Representative	Expected Wire Date	Check Number

Investment Deposit Type			
Investment Name: _____			
<input type="checkbox"/> Principal	<input type="checkbox"/> Dividend	<input type="checkbox"/> Settlement	<input type="checkbox"/> Oil & Gas Income
<input type="checkbox"/> Interest	<input type="checkbox"/> Return of Capital	<input type="checkbox"/> Redemption	<input type="checkbox"/> Other _____
<input type="checkbox"/> Rental Income	<input type="checkbox"/> Refund	<input type="checkbox"/> Sale of Asset	

**For Note/Debt Payments, provide the Principal and Interest breakdown.

Interest \$	Principal \$	Other \$
New Ending Balance on the Note/Debt \$		

P. O. BOX 451340 • WESTLAKE, OH 44145 • PHONE: 877-819-8918 • FAX: 440-365-1447 • EMAIL: ETCBROKERAGE@ETCBROKERAGE.COM

Contribution, Rollover or Deposit Designation	
<input type="checkbox"/> IRA Contribution for Tax Year _____	
<input type="checkbox"/> Roth Contribution for Tax Year _____	
<input type="checkbox"/> IRA Rollover	
<input type="checkbox"/> SEP Contribution	
<input type="checkbox"/> SIMPLE Contribution	
<input type="checkbox"/> HSA Contribution	
<input type="checkbox"/> Deposit to Taxable Account	
<input type="checkbox"/> Fee Reimbursement/Payment	

Account Type	
<input type="checkbox"/> Traditional IRA	<input type="checkbox"/> SEP <input type="checkbox"/> HSA
<input type="checkbox"/> Roth	<input type="checkbox"/> SIMPLE
<input type="checkbox"/> Taxable Account (type)_____	



FUNDING COUPON

DO NOT staple or tape coupon to the check. Make Checks Payable To: ETC Brokerage, Custodian FBO "Account Holder's Name, Account Number" If funds are being wired, please fax this Funding Coupon prior to the wire transfer.

Account Registration	Account Number	Deposit Amount
Designated Representative	Expected Wire Date	Check Number

Investment Deposit Type			
Investment Name: _____			
<input type="checkbox"/> Principal	<input type="checkbox"/> Dividend	<input type="checkbox"/> Settlement	<input type="checkbox"/> Oil & Gas Income
<input type="checkbox"/> Interest	<input type="checkbox"/> Return of Capital	<input type="checkbox"/> Redemption	<input type="checkbox"/> Other _____
<input type="checkbox"/> Rental Income	<input type="checkbox"/> Refund	<input type="checkbox"/> Sale of Asset	

**For Note/Debt Payments, provide the Principal and Interest breakdown.

Interest \$	Principal \$	Other \$
New Ending Balance on the Note/Debt \$		

P. O. BOX 451340 • WESTLAKE, OH 44145 • PHONE: 877-819-8918 • FAX: 440-365-1447 • EMAIL: ETCBROKERAGE@ETCBROKERAGE.COM

Contribution, Rollover or Deposit Designation	
<input type="checkbox"/> IRA Contribution for Tax Year _____	
<input type="checkbox"/> Roth Contribution for Tax Year _____	
<input type="checkbox"/> IRA Rollover	
<input type="checkbox"/> SEP Contribution	
<input type="checkbox"/> SIMPLE Contribution	
<input type="checkbox"/> HSA Contribution	
<input type="checkbox"/> Deposit to Taxable Account	
<input type="checkbox"/> Fee Reimbursement/Payment	

Account Type	
<input type="checkbox"/> Traditional IRA	<input type="checkbox"/> SEP <input type="checkbox"/> HSA
<input type="checkbox"/> Roth	<input type="checkbox"/> SIMPLE
<input type="checkbox"/> Taxable Account (type)_____	



FUNDING COUPON

DO NOT staple or tape coupon to the check. Make Checks Payable To: ETC Brokerage, Custodian FBO "Account Holder's Name, Account Number" If funds are being wired, please fax this Funding Coupon prior to the wire transfer.

Account Registration	Account Number	Deposit Amount
Designated Representative	Expected Wire Date	Check Number

Investment Deposit Type			
Investment Name: _____			
<input type="checkbox"/> Principal	<input type="checkbox"/> Dividend	<input type="checkbox"/> Settlement	<input type="checkbox"/> Oil & Gas Income
<input type="checkbox"/> Interest	<input type="checkbox"/> Return of Capital	<input type="checkbox"/> Redemption	<input type="checkbox"/> Other _____
<input type="checkbox"/> Rental Income	<input type="checkbox"/> Refund	<input type="checkbox"/> Sale of Asset	

**For Note/Debt Payments, provide the Principal and Interest breakdown.

Interest \$	Principal \$	Other \$
New Ending Balance on the Note/Debt \$		

Contribution, Rollover or Deposit Designation	
<input type="checkbox"/> IRA Contribution for Tax Year _____	
<input type="checkbox"/> Roth Contribution for Tax Year _____	
<input type="checkbox"/> IRA Rollover	
<input type="checkbox"/> SEP Contribution	
<input type="checkbox"/> SIMPLE Contribution	
<input type="checkbox"/> HSA Contribution	
<input type="checkbox"/> Deposit to Taxable Account	
<input type="checkbox"/> Fee Reimbursement/Payment	

Account Type	
<input type="checkbox"/> Traditional IRA	<input type="checkbox"/> SEP <input type="checkbox"/> HSA
<input type="checkbox"/> Roth	<input type="checkbox"/> SIMPLE
<input type="checkbox"/> Taxable Account (type)_____	

P. O. BOX 451340 • WESTLAKE, OH 44145 • PHONE: 877-819-8918 • FAX: 440-365-1447 • EMAIL: ETCBROKERAGE@ETCBROKERAGE.COM