



## 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, ACH, or wire. (NOTE: PLEASE FAX FUNDING COUPON PRIOR TO ACH OR WIRE TRANSFER)
- Do not include any investment instructions on the **Funding Coupon**.

**Note:** ACH Deposits, Contributions, and Rollovers are limited to \$100,000 or less. If your amount exceeds \$100,000 please remit by Wire.

## 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 88156  
Milwaukee, WI 53288-8156

### 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
<u>Three Thousand and</u>		<u>00/100</u>
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 Owner's Name,  
Account Number

**DO NOT FAX OR MAIL THIS COVER PAGE**

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

**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 451249 • WESTLAKE, OH 44145 • PHONE: 877-819-8918 • FAX: 440-365-1447 • EMAIL: ETCBROKERAGE@ETCBROKERAGE.COM**

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**Contribution, Rollover or Deposit Designation**

- ☐ IRA Contribution for Tax Year \_\_\_\_\_  
☐ Roth Contribution for Tax Year \_\_\_\_\_  
☐ IRA Rollover  
☐ SEP Contribution  
☐ SIMPLE Contribution  
☐ HSA Contribution  
☐ Deposit to Taxable Account  
☐ Fee Reimbursement/Payment

**Account Type**

- ☐ Traditional IRA ☐ SEP ☐ HSA  
☐ Roth ☐ SIMPLE  
☐ Taxable Account (type) \_\_\_\_\_

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