



## 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 see specific institutions for each.

- 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**.

## SUBMISSION OPTIONS

### OVERNIGHT:

Equity Trust Company  
1 Equity Way  
Westlake, OH 44145

### REGULAR MAIL:

Equity Trust Company  
Attn: Innovayte Operations  
P. O. BOX 451249  
Westlake, OH 44145

### BY FAX:

440-365-1447

### BY EMAIL:

operations@innovayte.com

## CONTACT INFORMATION

For assistance, please contact a Client Service Specialist at:

### Phone:

877-819-8918

### Fax:

440-365-1447

### Or e-mail questions to:

operations@innovayte.com

## CHECK INSTRUCTIONS

### MAKE CHECKS PAYABLE TO:

Equity Trust Company Custodian FBO "Account Owner's Name".

John Smith 1001 Lake Blvd Cleveland, OH 44145	DATE: 05/01/25	CHK # 00 0000 0000
PAY TO <u>Equity Trust Company Custodian FBO "Account Owner's Name"</u>	\$ 3,000	
Three Thousand and _____	00/100	
MEMO <u>Acct # D123456789</u>	<u>John Smith</u>	

Please include the Account Number on the memo line of the check. **COMPLETE FUNDING COUPON AND INCLUDE WITH CHECK.**

### MAIL CHECKS AND

**COUPON TO:** EQUITY TRUST COMPANY

BIN #010156  
PO BOX 451249  
WESTLAKE, OH 44145

## ACH AND WIRE INSTRUCTIONS

Please complete the **Funding Coupon** on the following page and **SUBMIT PRIOR TO THE ACH OR WIRE BEING SENT**. Wires received without prior notification may cause delays in processing. Coupon can be submitted via fax or email.

The incoming wire fee will automatically be deducted from the account.

### WIRING FUNDS TO EQUITY TRUST COMPANY:

- Wire to: Citibank  
ABA Number: 321171184  
Account Number: 205575210
- For Credit to: Equity Trust Company
- For Further Credit: Account Owner's Name  
Account Number

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

**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. 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												
<b>INVESTMENT DEPOSIT TYPE</b> Investment Name: _____ <table border="0"><tr><td><input type="checkbox"/> Principal</td><td><input type="checkbox"/> Dividend</td><td><input type="checkbox"/> Settlement</td><td><input type="checkbox"/> Oil &amp; Gas Income</td></tr><tr><td><input type="checkbox"/> Interest</td><td><input type="checkbox"/> Return of Capital</td><td><input type="checkbox"/> Redemption</td><td><input type="checkbox"/> Other _____</td></tr><tr><td><input type="checkbox"/> Rental Income</td><td><input type="checkbox"/> Refund</td><td><input type="checkbox"/> Sale of Asset</td><td></td></tr></table>			<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	
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**For Note/Debt Payments, provide the Principal and Interest breakdown.														
INTEREST \$	PRINCIPAL \$	OTHER \$												
NEW ENDING BALANCE ON THE NOTE/DEBT \$														

**Make Checks Payable To:** Equity Trust Company Custodian FBO "Account Owner's Name".  
Please include the Account Number on the memo line of the check.

**Mail Checks To:** Equity Trust Company, P. O. BOX 451249, WESTLAKE, OH 44145

**P. O. BOX 451249 • WESTLAKE, OH 44145 • PHONE: 877-819-8918 • FAX: 440-365-1447 • EMAIL: OPERATIONS@INNOVAYTE.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"/> SIMPLE Contribution |
| <input type="checkbox"/> Deposit to Taxable Account | <input type="checkbox"/> SEP Contribution    |
| <input type="checkbox"/> Fee Reimbursement/Payment  | <input type="checkbox"/> HSA Contribution    |

**ACCOUNT TYPE**

- |  |                                 |                              |
|--|---------------------------------|------------------------------|
| <input type="checkbox"/> Tradition IRA               | <input type="checkbox"/> SEP    | <input type="checkbox"/> HSA |
| <input type="checkbox"/> Roth                        | <input type="checkbox"/> SIMPLE |                              |
| <input type="checkbox"/> Taxable Account(type) _____ |                                 |                              |

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