



# RECURRING TRANSFER FORM

## INSTRUCTIONS & GUIDELINES

Use this **Recurring Transfer Form** form to authorize recurring transfers of available cash from your Equity Trust Company ("Equity Trust") account to your ETC Brokerage Services ("ETC Brokerage") account (designated on next page). ETC Brokerage and Equity Trust are affiliates.

**Important Note:** When designating your ETC Brokerage and Equity Trust accounts, they must have the same **Account Owner(s)** and **Registration Type**. For example, use this form to transfer cash from your Roth account at Equity Trust to your Roth account at ETC Brokerage. A transfer from a Roth to a Traditional account, for example, could result in tax consequences.

Do not use this form to set up a distribution.

## SUBMISSION OPTIONS

### OVERNIGHT:

Equity Trust Company  
Attn: Operations@Innovayte.com  
1 Equity Way  
Westlake, OH 44145

### BY FAX:

(440) 365-1447

### REGULAR MAIL:

Equity Trust Company  
Attn: Operations@Innovayte.com  
P. O. Box 451249  
Westlake, OH 44145

## CONTACT INFORMATION

**For assistance, please contact:**

### Phone:

(877) 819-8918

**DO NOT FAX OR MAIL THIS COVER PAGE**  
**INVESTMENT PRODUCTS: NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE**

**1 RECURRING TRANSFER INSTRUCTIONS**
**A. TYPE OF INSTRUCTIONS:**  Establish New Instructions  Cancel/Revoke Existing Instructions

**B. AMOUNT:**
 I understand and direct Equity Trust to transfer all available cash\* in my Equity Trust account to my ETC Brokerage account, as directed herein, and acknowledge that these instructions will be processed unless revoked. If I do not have available cash in my Equity Trust account, the transfer will fail.

\* All available cash is defined as all cash in your Equity Trust account as of each Friday morning, or the prior morning if Friday is a holiday, including any recent check deposits that have met the 10 day hold for check clearance.

**C. FREQUENCY:**
 I understand and acknowledge that, as directed herein, all available cash in my Equity Trust account will transfer to my ETC Brokerage account each Friday morning, or the prior morning if Friday is a holiday, and the funds will be available immediately in my ETC Brokerage account. Please allow up to five (5) business days after submission of this form for the Recurring Transfer instructions to become effective. Transfers are processed on the same day at the end of each week; accordingly, transfers will commence on the first Friday following activation of the instructions.

**2 EQUITY TRUST COMPANY ACCOUNT INFORMATION - Alternative Investment Account**
**EQUITY TRUST ACCOUNT TRANSFERRING CASH TO YOUR ETC BROKERAGE ACCOUNT LISTED IN SECTION 3.**

EQUITY TRUST COMPANY ACCOUNT REGISTRATION

EQUITY TRUST COMPANY ACCOUNT NUMBER

**3 ETC BROKERAGE SERVICES ACCOUNT INFORMATION - Brokerage Investment Account**
**ETC BROKERAGE ACCOUNT RECEIVING RECURRING CASH TRANSFERS FROM YOUR EQUITY TRUST ACCOUNT LISTED IN SECTION 2.**

ETC BROKERAGE SERVICES ACCOUNT REGISTRATION

ETC BROKERAGE SERVICES ACCOUNT NUMBER

**4 AUTHORIZATION TO TRANSFER AND ACCOUNT OWNER SIGNATURE(S)**

I acknowledge that: (1) this transfer form is provided to Equity Trust under the Custodial Account Agreement between myself and Equity Trust to transfer funds in my account to my account at ETC Brokerage with a similar title and registration; (2) this payment is authorized under the provisions of the Custodial Account Agreement; (3) the transfer instructions must be provided, in writing, to Equity Trust sufficiently in advance of any necessary payment date so that Equity Trust can process it in the normal course of business; (4) Equity Trust may require verbal verification from me before processing; (5) Equity Trust reserves the right to delay and/or cancel the transfer if the required verification is not timely received; and (6) Equity Trust will cancel the Recurring Transfer Instructions if either my Equity Trust or ETC Brokerage account are closed.

To Equity Trust Company: as instructed herein, please transfer all available cash in my Equity Trust account to my ETC Brokerage account until such instructions are cancelled/revoked.

PRINT ACCOUNT OWNER'S NAME	ACCOUNT OWNER'S SIGNATURE	DATE
PRINT JOINT ACCOUNT OWNER'S NAME (if applicable)	JOINT ACCOUNT OWNER'S SIGNATURE	DATE