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# PTC IRA Account Intake Form

**Account Type**  Traditional  Roth  SEP  SIMPLE

Client Name

## SECTION 1 | Application Checklist

**PLEASE NOTE:** Preferred Trust Company will review all applications within two (2) business days upon receipt.

- Has application been completed and signed?  Yes  No
- Is address verification included if P.O. Box used on application?  Yes  No
- All beneficiary information completed and equals 100% for Primary **and** Contingent, if applicable.  Yes  No
- Spousal Consent section initialed by client as "I am Married" or "I am Not Married".  Yes  No
- Interested Party Designation completed?  Yes  No
- All** sections of the Transfer Form have been completed for each transfer?  Yes  No

## SECTION 2 | Transfer Checklist

**PLEASE NOTE:** Preferred Trust Company provides Medallion Signature Guarantee on all transfers. Transfers will be submitted with two (2) business days after completed application has been received. Custodial follow-up will occur within two (2) business days after transfer has been submitted. Accounts will be opened/funded within two (2) business days of receipt of funds.

Custodian/Financial Institution Name  Transfer Department Status Phone Number

Are the funds eligible for transfer?  Yes  No Has the client initiated the transfer?  Yes  No

Type of account transferring:

Are the funds in a liquid position?  Yes  No

If the funds are **not** liquid, please make sure the applicable option is selected on the Transfer Form under Section 5 (Transfer Instructions - Investments).

**Please Note:** We cannot process in-kind transfers of stocks, bonds or mutual funds.

Does the transferring Custodian/Financial Institution accept our documents?  Yes  No

Does the Custodian/Financial Institution require original forms?  Yes  No

Has a prepaid FedEx/UPS label been provided to client?  Yes  No

If **No**, provide the overnight address to send Transfer documentation to:

If originals are **not** required provide fax number or email address. Fax Number  Email Address

Is a Corporate Resolution required?  Yes  No Is an LOA required?  Yes  No

## SECTION 3 | Depository Selection

- Delaware Depository (DDSC)  Segregated Storage  International Depository Services (IDS)
- Non**-Segregated Storage

DDSC Location

IDS Location

## SECTION 4 | Fees Paid by Dealer/Vendor

- Establishment Fee | **\$50.00**  Administration Fee paid by Dealer/Vendor | **\$300.00**
- Transaction Fee | **\$50.00**
- Wire In Fee | **\$30.00**
- Wire Out Fee | **\$30.00**