

(888) 205 - 6036 (505) 288-3905 operations@horizontrust.com  
6301 Indian School Rd NE, Suite 200, Albuquerque, NM 87110

**Processing Options:** (If no option selected, "Normal Processing" will apply.)

- Normal Processing (Within 3 Business Days)  
 Express Processing (Within 24 hours - \$50.00; Recommended)

## PART 1. ACCOUNT OWNER INFORMATION

First Name:  M.I.:  Last Name:  Account #:

Last 4 SSN Digits:  Date of Birth: (MM/DD/YYYY)  Email Address:

## PART 2. ASSET INFORMATION

Asset Name / Description:  Asset Reference #: (If applicable)

## PART 3. DOCUMENT INFORMATION

The following documents listed below require a signature by the custodian, Horizon Trust. Documents submitted for signature must be related to an existing asset in your account. Each document that requires signing must be listed individually, by name, below.

### Documents Requiring Signatures

I have read and approved the documents I am requesting to be signed.

Document 1:  Document 2:

Document 3:  Document 4:

Check here if additional documents are listed on an attached addendum. Total number of addendums attached: \_\_\_\_\_

### Document Titling

Because your account is considered to be the legal owner of your investments, all assets and documents must reflect this ownership. Failure to title assets correctly may cause delays and/or tax consequences. The correct titling for all investment documents should be as follows:

**"Horizon Trust FBO: (Your Name) (Account Type)"**

*Example: Horizon Trust FBO: Jane Doe Roth IRA*

## Document Handling

A copy of the signed investment documents will be made available to you in accordance with our Information Security Policy. Please refer to the Investment Documentation section of your account's Custodial Agreement and Disclosure Statements for more information about how we store your records. Select any additional handling options that may apply:

**MAIL:** Please mail the above reference documents to the following individual: *(Complete the following information)*

Attention to:

Send signed documents via:

Regular Mail

Overnight Mail (\$40.00)

Address:

City:

State:

Zip:

**EMAIL:** Please email the above reference documents to the following individual: *(Complete the following information)*

Attention to:

Email:

**FAX:** Please fax the above reference documents to the following individual: *(Complete the following information)*

Attention to:

Fax #:

## Additional Processing Instructions / Notes

## PART 4. ACCOUNT OWNER AUTHORIZATION

**Important: Please read before signing.**

I understand this is a self-directed account meaning that I am solely responsible for the selection, due diligence, management, review, retention and liabilities of all investment(s) and for the accuracy of the instructions provided to the Custodian or Administrator to fulfill those investments. I understand the Custodian and Administrator are not fiduciaries and do not provide investment, tax or legal advice. I hereby direct the Custodian, in a passive capacity, to enact this transaction for my account, in accordance with my agreement. I have read and received all pertinent information relating to the investment named herein.

Signature of IRA Owner:

IRA Owner Name: *(Print or Type)*

Date: *(MM/DD/YYYY)*