



Sterling Trust

EXPENSE PAYMENT AUTHORIZATION “BILL PAY”



INSTRUCTIONS AND GUIDELINES

You may complete this form to instruct Sterling Trust to process an expense payment relating to an investment held within your self-directed Sterling Trust account. Such expenses include:

- Real Estate Taxes
- Property Improvements/Repairs
- Insurance Premiums
- Utilities
- HOA Dues
- Mortgage Payments
- Management Fees

Please be sure to include a copy of the invoice or bill to be paid when submitting this document. Be advised that if your account only owns a portion of the investment, your account must only pay its proportion of the expense.

Do not use this form for distributions, investment funding or closing costs.



SUBMISSION OPTIONS

BY FAX
254-751-0872

OVERNIGHT
Sterling Trust
7901 Fish Pond Road
Waco, TX 76710

REGULAR MAIL
Sterling Trust
P.O. Box 2526
Waco, TX 76702-2526

BY E-MAIL
IRAServices@SterlingTrustCompany.com



CONTACT INFORMATION

For assistance, please contact a Client Services Representative at:

Phone:
800-955-3434 (Option 2)
254-751-1505 (Option 2)

Fax:
254-751-0872

Website:
www.SterlingTrustCompany.com

Or e-mail questions to:
IRAServices@SterlingTrustCompany.com

DO NOT FAX OR MAIL THIS COVER PAGE



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 Waco, TX 76702-2526
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PLEASE PRINT CLEARLY. A DELAY IN PROCESSING MAY OCCUR IF INSTRUCTION IS UNCLEAR.

1 ACCOUNT HOLDER INFORMATION

ACCOUNT HOLDER NAME		ACCOUNT NUMBER	
E-MAIL ADDRESS		PRIMARY DAYTIME PHONE NUMBER	

2 ONE-TIME PAYMENT INFORMATION

INVESTMENT NAME		PAYMENT AMOUNT	
DESCRIPTION OF PAYMENT		INFORMATION TO BE REFERENCED ON PAYMENT	

AVAILABLE CASH FUNDS - Funds received into Sterling Trust may not be immediately available for use by the client based on the method of payment.

3 RECURRING PAYMENT INFORMATION (MUST BE SENT BY REGULAR CHECK/REGULAR MAIL)

NOTE: In order to have Sterling Trust handle a recurring payment, all payments must be for the same amount on the same date each month and payable to the same party. Real Estate Tax Bills, cannot be placed on a recurring payment. All recurring payments will be sent by regular check regular mail.

Please choose one option:
 NEW/SET-UP REPLACE AN EXISTING RECURRING PAYMENT STOP AN EXISTING RECURRING PAYMENT

INVESTMENT NAME		PAYMENT AMOUNT	
DESCRIPTION OF PAYMENT		INFORMATION TO BE REFERENCED ON PAYMENT:	
DATE TO START RECURRING PAYMENTS	DATE TO SEND PAYMENT EACH MONTH (Please allow adequate time for USPS mail delivery.)	MONTH/YEAR OF LAST PAYMENT (If no ending date is provided, a written request must be submitted to cease payments.)	

4 PROCESSING PREFERENCE (CHECK ONE OPTION)

EXPEDITED PROCESSING SERVICE* (\$50.00) NORMAL PROCESSING SERVICE

If there is sufficient cash in your account to process the transaction, expedited processing requests will generally be completed in approximately 1 business day unless corrections are required. Normal processing will be completed in approximately 3 business days unless corrections are required.

***Although the feature does not guarantee same day service, it does guarantee that your request will be processed before other non-expedited requests.**

5 METHOD OF PAYMENT

SEND FUNDS BY CHECK**

MAKE CHECK PAYABLE TO _____

MAIL CHECK TO _____

ADDRESS	CITY	STATE	ZIP CODE
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CASHIER'S CHECK* (\$50.00) REGULAR CHECK OVERNIGHT MAIL (\$25.00) REGULAR CHECK REGULAR MAIL (NO CHARGE)

**Overnight Mail Required.*

SEND FUNDS BY WIRE** (\$30 DOMESTIC/\$50.00 INTERNATIONAL)

BANK NAME		BANK PHONE NUMBER	
ABA ROUTING # (9 DIGITS)		ACCOUNT NUMBER	
FOR CREDIT TO		FOR FURTHER CREDIT TO	

Funds will be sent via check if no option is chosen.
 STERLING TRUST, Draft 4, Rev. 1, 23/02/10

