

# FAIR MARKET VALUATION FORM



## INSTRUCTIONS AND GUIDELINES

A fair market valuation is used to assign or change the value of an asset. A *Fair Market Valuation Form* is required when:

- Taking an asset distribution
- Converting/Recharacterizing an asset
- Transferring assets in an account to beneficiaries
- When there has been a major change in asset value

Because these valuations are used to determine the fair market value of a particular asset, please follow these guidelines when completing the *Fair Market Valuation Form*:

- A qualified, independent third party must complete the valuation. This may **NOT** be completed by the IRA Account Holder.
- This form must be notarized.
- This form must be mailed back with supporting documents such as:
  - Bankruptcy Paperwork
  - Receivership Paperwork
  - Foreclosure Documentation
  - Court Documentation
  - K1 - must be accompanied by a letter written from **officer of the company stating the reasons for value change**. *Letter must be on company letterhead.*

If **ALL** of the following apply, please complete the *Uncollectable Note Form* instead of the *Fair Market Valuation Form*:

- The asset is an unsecured note
- The note no longer has value
- No supporting documentation is available



## SUBMISSION OPTIONS

### BY FAX

254-751-0872

### OVERNIGHT

Sterling Trust  
1101 Wooded Acres  
Suite 120  
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 Service Representative at:**

### Phone:

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

### Fax:

254-751-0872

### Website:

[www.SterlingTrustCompany.com](http://www.SterlingTrustCompany.com)

### Or e-mail questions to:

[IRAServices@SterlingTrustCompany.com](mailto:IRAServices@SterlingTrustCompany.com)

**DO NOT FAX OR MAIL THIS COVER PAGE**



P.O. Box 2526, Waco, TX 76702-2526  
 PHONE: 800-955-3434 (option 2), 254-751-1505 (option 2)  
 FAX: 254-751-0872 / E-MAIL: IRAServices@SterlingTrustCompany.com

**Fair Market Valuation Form**

PLEASE PRINT CLEARLY. A DELAY IN PROCESSING MAY OCCUR IF INSTRUCTION IS UNCLEAR.

The following form is designed to assign a fair market value for individual assets. The valuation must be completed by a qualified, independent third party, notarized, and submitted with supporting documentation.

**1 ACCOUNT HOLDER INFORMATION**

ACCOUNT HOLDER NAME	ACCOUNT NUMBER
EMAIL ADDRESS	

**2 ASSET INFORMATION**

ASSET NUMBER	PURCHASE PRICE OF ASSET \$	CURRENT ASSET VALUE \$
ASSET DESCRIPTION		

**NOTE:** Please include supporting documentation with regards to this valuation.

**3 THIRD PARTY VALUATOR INFORMATION**

VALUATOR NAME		TITLE	
ADDRESS	CITY	STATE	ZIP CODE
PRIMARY DAYTIME PHONE NUMBER		SECONDARY DAYTIME PHONE NUMBER	

I certify that I am qualified to give an independent valuation for this particular asset.

I understand that this valuation will be used for reporting purposes to the Internal Revenue Service. I understand that any false or misleading valuation of any assets may result in penalties and fines for both the appraiser and the account owner.

X \_\_\_\_\_  
 Valuator Signature Date

**NOTARY SIGNATURE**

State of \_\_\_\_\_ County of \_\_\_\_\_

Before me, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ (Valuator Name).

Who being first duly sworn, acknowledged that he/she did sign the foregoing Fair Market Valuation Form.

In witness whereof, I have hereunto set my name and subscribed my official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

X \_\_\_\_\_  
 Notary Signature Date



**4 ACCOUNT HOLDER SIGNATURE**

I certify that I am the owner of the above-referenced account and that in that capacity I have retained the services of the individual listed in Item 3 above to prepare, present and attest to the value of the asset contained in Item 2. I further certify that the information contained herein is true and accurate to the best of my knowledge.

X \_\_\_\_\_  
 Account Holder's Signature Date