STERLING TRUST
A Division of Equity Trust Company

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

SUMMARY OF ROLES AND RESPONSIBILITIES

RESPONSIBILITY	Party Responsible	
	Account Holder*	**Sterling Trust**
Account Establishment and Maintenance		
Select type of IRA	✓	
Payment of fees	✓	
Select any financial advisor or tax legal professional to assist Account Holder (optional)	✓	
Issue periodic statements to reflect account activity and investment holdings		✓
Receive annual fair market valuations or good-faith estimates received from investment holdings		✓
File required **IRS Forms 1099** and **5498** with the Internal Revenue Service		✓
Determine mandatory distribution amount (for Account Holders age 70 1/2 and older)	✓	
Provide courtesy calculation of mandatory distribution amount (based solely on the account(s) held with Sterling Trust)		✓
Withdraw correct mandatory distribution amount	✓	
Determine income tax consequences	✓	
Protect Account Holders' privacy and confidentiality of personal information		✓
Investments		
Choose and direct all investments	✓	
Communicate investment instructions to Sterling Trust	✓	
Determine suitability of investments	✓	
Review the prudence, viability or merits of any investment	✓	
Appoint any advisor or person the Account Holder deems appropriate to assist in making any decision regarding investments	✓	
Monitor performance of all investments and actions of investment sponsors	✓	
Determine investment gains and losses	✓	
Seek and appoint any investment servicing agents required for real estate, real estate notes, trust deeds, etc.	✓	
Monitor and determine any Unrelated Business Taxable Income (UBTI) tax that may be due and provide instruction for filing of **IRS Form 990-T**	✓	
Process investment directions as instructed		✓
Ensure investments are properly registered: *Equity Trust Company, d.b.a. Sterling Trust, Custodian FBO (Account Holder's name and Sterling Trust account #)* using custodian's TIN # 05-0552743		✓
Hold any investment instruments/certificates in safekeeping		✓
Receive confirmation of all investment transactions and activity		✓

*An Account Holder may designate a representative to assist in making investment, financial, tax or legal decisions regarding your Sterling Trust account. If such a person is designated, it is important to understand that this person is not a representative, agent or employee of Sterling Trust.