



To make your initial investment purchase, you are required to submit supporting documents with your Investment Authorization form. Below is a list of common investment assets and their required documents. For assets not listed below, please call us at 845-947-1000.

Please ensure that all paperwork is completed correctly prior to submitting to Madison Trust and that all required paperwork is submitted together with the Investment Authorization form.

Important: Investments must be registered/titled "Madison Trust Company, Custodian FBO [Accountholder's name] [MTC Account #]"

The Tax ID number used on the investment documents should be Madison Trust's EIN: 46-4377943.

IRA LLC

- Operating Agreement
- EIN Confirmation
- Articles of Organization or Certificate of Formation

PRIVATE PLACEMENTS, HEDGE FUNDS, LIMITED PARTNERSHIPS

- Private Placement Memorandum and Subscription Agreement
- The Operating Agreement or Limited Partnership Agreement (if applicable)

REAL ESTATE

When purchasing real estate, be sure that all parties understand that the buyer is "Madison Trust Company, Custodian FBO [Accountholder's name] [MTC Account #]"

For the Earnest Money deposit

- Fully Signed Purchase Contract

For the full purchase/closing

- Purchase Contract (if Earnest Money deposit was done, the same Purchase Contract would be used at closing)
- Settlement Statement/HUD
- Title insurance policy (if applicable)
- Draft of Deed
 - "When Recorded Return To" address should be listed as: Madison Trust Company, 1 Paragon Drive, Suite 275, Montvale, NJ 07645

PROMISSORY NOTE (UNSECURED)

- A draft of the Promissory Note that includes the following:
 - Lender must be listed as "Madison Trust Company, Custodian FBO [Accountholder's name] [MTC Account #]"
 - Amount of loan
 - Date of issuance
 - Interest rate
 - Re-payment terms
 - Maturity date
 - Interest compounding period (annual, quarterly, monthly, daily, none)
- Once the note is finalized, it must be signed and notarized by the borrower prior to funding.

If borrower is a business entity, also submit:

- Articles of Organization or Certificate of Formation
- Certificate of Good Standing (only applicable if entity has been in existence longer than 12 months)

SECURED PROMISSORY NOTE

In addition to everything required for an unsecured promissory note (see above), please include the applicable security documents.

- If the note is Secured by Real Estate, please include the Deed of Trust
- If the note is Secured by other Collateral, please include a copy of the applicable security or agreement