



# SEP IRA APPLICATION & AGREEMENT

CUSTODIAN - AdvisorTrust

# IRA ACCOUNT APPLICATION CHECKLIST

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To establish a new SEP IRA account, it is important to adhere to the procedures below:

- STEP 1** **Account Holder Information:** ALL information is REQUIRED. Please include a valid email address to which ASPIRE can send important account information.
- STEP 2** **Employer Information:** Please enter your employer's information.
- STEP 3** **Beneficiary Designation:** Please indicate who will receive the value of your retirement account should you die. If your Spouse is not your primary beneficiary, please have your Spouse sign in the designated area and have the form notarized.
- STEP 4** **Funding Your Account:** Please read the information about your funding account.
- STEP 5** **Appointment of Financial Professional:** If you choose to make your own investment choices, it is not necessary to fill out the Appointment of Financial Professional section.
- STEP 6** **Account Investment Election:** Use this form to instruct Aspire Financial Services, LLC ("Aspire") about how you want to invest your contributions. Be sure to read carefully the prospectuses for any mutual funds in which you elect to invest. Prospectuses are available from the fund family.
- STEP 7** **Authorization & Signature:** Please read the IRA Account Application & Agreement in its entirety and agree to the terms by signing and dating.

The following documents can be located in the Forms & Documents Library of the Resource Center at [www.aspireonline.com](http://www.aspireonline.com).

- Aspire IRA Terms & Conditions
- Traditional IRA Custodial Agreement - AdvisorTrust
- Traditional IRA Disclosure Statement - AdvisorTrust
- Traditional & SEP Financial Disclosure - AdvisorTrust

Email:

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

Upload:

Aspire Submission Tool [www.aspireonline.com/resources/forms-submission-tool](http://www.aspireonline.com/resources/forms-submission-tool)

Thank you for choosing Aspire Financial Services, LLC

Upload this form through the form submission tool at [www.aspireonline.com/resources/forms-submission-tool](http://www.aspireonline.com/resources/forms-submission-tool) or  
Email: [IRAServices@PCSRetirement.com](mailto:IRAServices@PCSRetirement.com) Questions? Call Client Services at 866.634.5873, M - F, 8am - 8pm EST

# SEP IRA Account Application and Agreement

<input type="text"/> Plan ID #	Plan ID is required. If you do not know your plan ID, call Client Services at 866.634.5873.
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**Important Information About Procedures for Opening a New Account** To help fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

**What This Means for You:** When you open an account, we ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

## STEP 1 ACCOUNT HOLDER INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ M.I. \_\_\_\_\_

-   -              
Social Security Number      Date of Birth (month | day | year)      Email Address\*

Home/Legal Street Address (P.O. Boxes **not** accepted) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (P.O. Boxes accepted) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Business Telephone Number Cellular Telephone Number \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_ If known by another name, please specify \_\_\_\_\_

Driver's License    Passport    State ID   ID Number \_\_\_\_\_ Place of Issuance \_\_\_\_\_ Expiration Date \_\_\_\_\_

Country(ies) of Citizenship (must list all) \_\_\_\_\_ Country of Legal Residence \_\_\_\_\_

\* By providing an e-mail address, Account Holder represents and warrants that he/she has the ability to receive and consents to the electronic delivery of all investment-related and Account-related information and notices at the provided e-mail address. Electronic delivery may include, but is not limited to, e-mailed copies of, or internet links to, documents in PDF format. Investment-related and Account-related information and notice may include, but is not limited to, fund prospectuses, tax notices, account statements, confirmations of statements, Account access passwords, etc. Account Holder's consent will be in effect until revoked. Account Holder may request no-cost written copies of any electronically delivered documents and/or may revoke his/her consent to electronic delivery by contacting Aspire.

## STEP 2 EMPLOYER INFORMATION

Employer \_\_\_\_\_ Occupation/Position \_\_\_\_\_

Employer Contact Person \_\_\_\_\_ Employer Telephone Number \_\_\_\_\_

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Upload** this form through the form submission tool at [www.aspireonline.com/resources/forms-submission-tool](http://www.aspireonline.com/resources/forms-submission-tool) or  
**Email:** [IRAServices@PCSRetirement.com](mailto:IRAServices@PCSRetirement.com) **Questions?** Call Client Services at 866.634.5873, M - F, 8am - 8pm EST

### STEP 3 BENEFICIARY DESIGNATION

If additional Beneficiary(ies) are desired, please make a copy of this page to provide additional Beneficiary(ies) information.

I designate the following person(s) or entity(ies) below as my beneficiary(ies) to receive payment of the value of my retirement account upon my death.

-   -     (Must be completed)  
Date (month | day | year)

<input type="checkbox"/> Primary	<input type="checkbox"/> Contingent	Beneficiary's Name (first, middle, last) or Entity Name		
Address				
City		State		Zip
Daytime Telephone Number		Evening Telephone Number		Email Address
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Percentage Share		Relationship to Account Holder
Social Security Number		Date of Birth (month   day   year)		

<input type="checkbox"/> Primary	<input type="checkbox"/> Contingent	Beneficiary's Name (first, middle, last) or Entity Name		
Address				
City		State		Zip
Daytime Telephone Number		Evening Telephone Number		Email Address
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Percentage Share		Relationship to Account Holder
Social Security Number		Date of Birth (month   day   year)		

Account Holder understands that, if no beneficiary survives him or her, the Account Holder's estate will be the sole beneficiary for the Account. Account Holder understands that, if Account Holder fails to indicate share percentages, all benefits will be divided equally among the primary beneficiaries (or contingent beneficiaries, if no primary beneficiary remains).

Account Holder understands that he/she may change or revoke this designation at any time by completing a new Beneficiary Designation form during his/her lifetime with Aspire. It will become effective when Aspire receives it. Completion of this form will revoke any prior beneficiary designations made for the IRA account.

If Account Holder lives in a state with community property statutes and does not designate his/her spouse as the sole Primary Beneficiary, Account Holder represents and warrants that his/her spouse has consented to such designation.

**Spousal Waiver:** By signing below, the spouse of the Account Holder acknowledges (1) that he/she is the spouse of the Account Holder; (2) that he/she has received a fair and reasonable disclosure of the Account Holder's property and financial obligations; (3) that he/she has been advised to see a tax professional due to the important financial and tax consequences of giving up his/her interest in the Account; and (4) that neither Aspire nor the custodian of the Account has provided the Account Holder's spouse with any tax, legal, or investment advice. By signing below, the spouse of the Account Holder hereby gives the Account Holder any interest the spouse has in the assets of the Account; consents to the beneficiary designations indicated above; and assumes full responsibility for any adverse consequences that may result.

Spouse Name

Spouse Signature

-   -      
Date (month | day | year)

Notary Signature

Notary Name

County State

-   -      
Commission Expiration Date (month | day | year)

-   -      
Signed before me (month | day | year)

Notary Signature

Notary Seal

Upload this form through the form submission tool at [www.aspireonline.com/resources/forms-submission-tool](http://www.aspireonline.com/resources/forms-submission-tool) or  
Email: [IRAServices@PCSRetirement.com](mailto:IRAServices@PCSRetirement.com) Questions? Call Client Services at 866.634.5873, M - F, 8am - 8pm EST

## STEP 4 FUNDING YOUR ACCOUNT

### Contributions to your SEP IRA are made through your employer's SEP IRA Plan:

Please refer to the Participation Notice and Summary Plan Description provided by your employer for contribution terms specific to your plan. As funds are received from your employer they will be credited to your account.

## STEP 5 APPOINTMENT OF FINANCIAL PROFESSIONAL

- I will self-direct
- I choose to appoint a Financial Professional

Complete to appoint a financial professional to the account indicated on the IRA Account Application and Agreement. If you do not complete, you are choosing to make your own investment choices, i.e., to self-direct your IRA. Continue to Step 6: Account Investment Election Form, Option 1.

By granting a Financial Professional Account Access or Account Access and Limited Trading Authority below, Account Holder acknowledges and agrees that Financial Professional acts as agent of the Account Holder with regard to the Account; that the Financial Professional will be bound by all terms that govern the Account; and that neither Aspire nor its agents assumes any responsibility for reviewing or monitoring the activity of the Financial Professional with regard to the Account.

Account Holder designates the Financial Professional listed below to act as the Account Holder's Financial Professional and to exercise all rights and powers set forth herein with respect to the Account. Account Holder may revoke this authorization by notifying Aspire in writing, but such notification will not affect the Account Holder's responsibility for any actions of the Financial Professional prior to Aspire's receipt and processing of the Notification. Account Holder, authorizes Aspire, to pay the Financial Professional from assets held in the account registered in the Account Holder's name any fees/commissions ("compensation") due to the Financial Professional. Payment of compensation will be billed quarterly in arrears. Compensation shall be determined based on the value of the assets held in the account registered in the Account Holder's name at the end of each quarter. This authorization will remain in full force and effect until Aspire shall have received from the Account Holder written notice of its revocation signed by the Account Holder. The authorization shall extend to the benefit of Aspire's successors and assigns.

### POWERS ACCOUNT HOLDER GRANTS FINANCIAL PROFESSIONAL (Please Check One)

- Account Access:** Account Holder appoints the Financial Professional and firm designated below as the Financial Professional for the Account. Account Holder grants the Financial Professional access to the records of the Account and directs Aspire to provide the Financial Professional with access to these records. Account Holder acknowledges and agrees that Account Holder remains solely and exclusively responsible for directing the investment of the Account and that this grant of Account Access does not authorize the Financial Professional to direct investment of the Account or exercise any discretionary authority over the Account. Further, this grant of Account Access does not authorize the Financial Professional to transfer, withdraw, or disburse money or assets from the Account except in connection with the assessment of applicable fees.
- Account Access and Limited Trading Authority:** Account Holder appoints the Financial Professional and firm designated below as the Financial Professional for the Account. Account Holder grants the Financial Professional access to the records of the Account and directs Aspire to provide the Financial Professional with access to these records. Further, Account Holder authorizes the Financial Professional to direct investment of the Account and directs Aspire to act on instructions of the Financial Professional without further approval or direction from Account Holder. This grant of Account Access and Limited Trading Authority does not authorize the Financial Professional to transfer, withdraw, or disburse money or assets from the account except in connection with the assessment of applicable fees.

**FINANCIAL PROFESSIONAL INFORMATION (This section to be completed by Financial Professional)**

**Registered Investment Advisor**

Choose only one option:		Financial Professional (annual fee)	Investment Strategist (annual fee)
<input type="checkbox"/>	Financial Professional Fee Only (no Investment Strategist Fee)	_____ %	N/A
<input type="checkbox"/>	Financial Professional Fee and Investment Strategist Fee (assessed separately)	_____ %	_____ %
<input type="checkbox"/>	Combined Financial Professional Fee and Investment Strategist Fee (paid to Financial Professional)	_____ %	Paid by Financial Professional to Investment Strategist
<input type="checkbox"/>	Combined Financial Professional Fee and Investment Strategist Fee (paid to Investment Strategist)	Paid by Investment Strategist to Financial Professional	_____ %

A proportionate share of this amount will be assessed following the end of each monthly or quarterly billing cycle and will be determined based on the value of assets in the Account at the end of the applicable billing cycle.

**FINANCIAL PROFESSIONAL CONTACT INFORMATION**

Financial Professional Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

**Note:** The additional information below is required ONLY if the compensation is to be paid to the Broker Dealer. If compensation is to be paid to an RIA firm, make sure the RIA firm name is listed as the Company Name above, and do not complete the information below.

Broker Dealer Name \_\_\_\_\_ Broker Dealer Number (NSCC Code) \_\_\_\_\_

Branch Number ID (if applicable) \_\_\_\_\_ Rep ID (if applicable) \_\_\_\_\_

**PAYMENT INFORMATION (This section MUST be completed by Financial Professional in order to receive compensation on Aspire accounts)**

Please complete the payment instructions that pertain to your compensation method selected on the previous page.

**Registered Investment Advisor**

Compensated by an asset-based advisory fee, calculated quarterly. **NOTE:** Payments remitted within 45 days from the end of the quarter.

Please select only **ONE** method of payment.

**Receipt of Payment Method (select one):**

**CHECK**

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Payee

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Special Check Instructions

**ACH**

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Bank Name \_\_\_\_\_ Account Number \_\_\_\_\_ Account Type (i.e. Savings, DDA) \_\_\_\_\_

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Name on Account \_\_\_\_\_ ABA Routing Number \_\_\_\_\_

**FINANCIAL PROFESSIONAL SIGNATURE**

By signing below, this Financial Professional represents and warrants that he/she is authorized by his/her Investment Firm and/or Broker Dealer to enter into this agreement, act as the appointed Financial Professional for this retirement account and receive compensation. Further, Financial Professional represents and warrants that he/she will comply with all solicitation directives of the employer that sponsors the applicable plan, that he/she holds all appropriate federal and/or state insurance and/or securities licenses and any applicable state permits/registrations required for providing the applicable services to the Account Holder, and that his/her services are covered under an errors and omissions insurance policy of at least one million dollars. Financial Professional agrees to notify Aspire of any changes with regard to these representations and warranties. If Aspire becomes aware of any breach of these representations or warranties, or if Aspire receives instructions from the employer that sponsors the applicable plan to do so, Aspire may terminate Financial Professional's access to the Account and the payment of any compensation from or related to the Account. In the event of such termination, Financial Professional shall be responsible for notifying the Account Holder of such termination and for taking any necessary steps to cure the breach and/or resolve any matters with the plan sponsoring employer. Financial Professional and his/her Investment Firm/Broker Dealer agree to indemnify and hold harmless Aspire and Aspire's directors, officers, employees, agents, successors, and assigns from all liabilities and costs, including attorneys' fees, incurred by reliance on the statements included in this Appointment of Financial Professional form.

▶   
Financial Professional Signature

-   -      
Date (month | day | year)

**STEP 6 ACCOUNT INVESTMENT ELECTION FORM**

Be sure to read carefully the prospectuses for any mutual funds in which you elect to invest. Prospectuses are available from the fund family.

You may elect to have your account automatically rebalanced. This means that the investments in your account will automatically be rebalanced to maintain the asset allocation percentages that you elect.

Do you want to have your account automatically rebalanced?  Yes  No

- Annual Rebalance                      Annual (on or about 12/15)
- Quarterly Rebalance                      Quarterly (on or about 3/15, 6/15, 9/15 and 12/15)
- Semi-Annual Rebalance                      Semi-Annual (on or about 6/15 and 12/15)

Choose option 1 or 2.

**OPTION 1**

**YOUR INVESTMENT CHOICES**

Select this option if you are making your own investment selections. Include the ticker symbol, investment name and allocation percentage. The allocations must total 100%.

TICKER SYMBOL	INVESTMENT NAME	ALLOCATION %

Your total must equal 100%

**TOTAL**



**OPTION 2**

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**INVESTMENT MODEL PORTFOLIO SELECTED BY INVESTMENT STRATEGIST/THIRD PARTY MONEY MANAGER ("INVESTMENT STRATEGIST")**

Select this option if you have elected to invest through use of a model portfolio provided by Investment Strategists who is on the Aspire platform. \*Additional fees may apply.

You must work with a Financial Professional if you wish to work with an Investment Strategist. Please consult with your Financial Professional before selecting an Investment Strategist.

**Important:** The portfolio description and allocation percentage for the model named below as well as the terms of the compensation agreement must be conveyed through separate correspondence from the Investment Strategist.

**Investment Strategist Name:**

**Model Portfolio Name:**

\*Please note that not all plans allow the use of an Investment Strategist. Check with your employer.

Aspire does not endorse or recommend the services of any Investment Strategist.

## STEP 7 AUTHORIZATION & SIGNATURE

By signing below:

Account Holder represents and warrants that he/she has received, read, and is in agreement with all terms in this SEP IRA Application & Agreement. Account Holder represents and warrants that he/she has read the following documents that are available in the documents section on <https://www.aspireonline.com/resources/forms-documents-library>: Aspire's IRA Terms and Conditions (including arbitration provisions), Aspire Privacy Policy, Traditional IRA Custodial Account Agreement - AdvisorTrust, Traditional IRA Disclosure Statement - AdvisorTrust, Traditional & SEP IRA Financial Disclosure - AdvisorTrust; all of which are incorporated by reference into the terms of this SEP IRA Application & Agreement. Account Holder agrees to be bound by the terms of this SEP IRA Application & Agreement (including the terms of incorporated documents), which may be changed from time to time, upon notice from Aspire.

Account Holder appoints AdvisorTrust, Inc. as custodian for the IRA established under this SEP IRA Application & Agreement and authorizes AdvisorTrust (including its agents) to perform relevant custodial and administrative services in accordance with the terms and conditions of the Custodial Account Agreement. Account Holder agrees to be bound by the terms of the Custodial Account Agreement, including arbitration provisions thereof. Account Holder appoints Aspire Financial Services, LLC (including its agents) as recordkeeper of the IRA established by this SEP IRA Application & Agreement and authorizes Aspire to perform relevant recordkeeping and administrative services.

Account Holder understands and agrees that Aspire Financial Services, LLC may provide online access to the Account through the issuance of user names and passwords to Account Holder and other persons Account Holder authorizes to access the Account (e.g., a Financial Professional, an Investment Strategist, etc.). Further, Aspire may provide user names and passwords to Plan Administrators and/or other authorized persons/entities. Account Holder understands and agrees that persons/entities to which user names and passwords are issued are solely responsible for the security of the user name and password issued to him/her/it. Aspire shall be entitled to rely on the entry of a user name and password into Aspire's systems as confirmation of the identity of the person/entity to whom the user name and password were issued.

Account Holder understands and agrees that Aspire Financial Services, LLC may provide telephone access to the Account, but will use reasonable procedures to verify the identity of the Account Holder or other authorized person when servicing an account by telephone.

Account Holder understands and agrees that it is his/her exclusive responsibility to monitor the activity on the Account and to immediately report to Aspire any unauthorized access or transactions. Aspire retains the right to, but shall have no obligation to, monitor activity and transactions on the account.

Account Holder understands and agrees that certain annual fees will apply to the Account. These fees will include an Annual Maintenance Fee of \$40.00 and an Annual Custody and Administration fee of 0.15% of the value of the Account. These fees will be assessed on a quarterly or monthly billing cycle and will be assessed, pro rata, from the assets in the Account. If Account Holder distributes all of the assets in the Account during the calendar year, the remainder of these annual fees may be assessed at the time of the distribution. Account Holder understands and agrees that these fees may change, from time to time, upon notice from Aspire.

Account Holder understands and agrees that certain transaction fees will apply to the Account. These fees will include a Transfer-Out Fee or Distribution fee of \$75.00. Recurring scheduled distributions (e.g., installment payments) are subject to a Distribution Fee of \$10.00 per distribution after the \$75.00 Distribution Fee is applied to the first scheduled distribution. These fees will be assessed when the Transfer-Out or Distribution is processed and will be assessed, pro rata, from the assets in the Account. Account Holder understands and agrees that these fees may change, from time to time, upon notice from Aspire.

Account Holder may log into the Account and elect whether to receive periodic account statements electronically or via hard copy. For hard copy periodic account statements, a fee of \$3.00 per statement, plus postage as incurred, will apply. There is no charge for periodic account statements received electronically. These fees will be assessed on a monthly or quarterly billing cycle and will be assessed, pro rata, from the assets in the Account. Account Holder understands and agrees that these fees may change, from time to time, upon notice from Aspire.

To the extent that Account Holder has appointed a Financial Professional, the Account Holder understands and agrees that the Financial Professional compensation will be assessed and remitted as indicated in the documentation of the Financial Professional's appointment.

To the extent that Account Holder has appointed an Investment Strategist on the Account Investment Election, Account Holder understands and agrees that the applicable fees of the Investment Strategist may be assessed from the assets in the Account. Account Holder instructs Aspire to rely on information provided by the Investment Strategist with regard to the agreed-upon amount, timing and method for assessment of the Investment Strategist fees.

Account Holder authorizes and instructs Aspire to assess the above-referenced fees (and any other fees Account Holder may later agree to have assessed against his/her account) against the IRA account established under this IRA Account Application and Agreement.

Account Holder understands and agrees that, if the Internal Revenue Service has notified Account Holder that he/she is currently subject to backup withholding because Account Holder has failed to report all interest and dividends on his/her tax return, Account Holder must cross out item 2 in the certification below. By signing below, under penalty of perjury, Account Holder certifies that:

1. The number shown on this form is the Account Holder's correct taxpayer identification number (or Account Holder is waiting for a number to be issued to him/her), and
2. Account Holder is not subject to backup withholding because: (a) Account Holder is exempt from backup withholding, or (b) Account Holder has not been notified by the Internal Revenue Service ("IRS") that he/she is subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified Account Holder that he/she is no longer subject to backup withholding, and
3. Account Holder is a U.S. citizen or U.S. resident alien.

Account Holder Name

Account Holder Signature

Date (month | day | year)