

.....
**INSTRUCTIONS for IRA INVESTING in GEORGIA Foreclosure Properties and
Tax Deeds with PIP-West
from an IRA with ANY “Self-Directed” IRA Custodian**
.....

(Last Revised 7-14-2011)

Greetings, Investors!

Below are the detailed INSTRUCTIONS for investing in **GEORGIA** foreclosure properties or tax deeds with an IRA with ANY “Self-Directed” IRA Custodian.

Note: To invest with regular investment funds (i.e. non-IRA), please request the set of Instructions for that purpose.

Please feel free to contact us with *any* questions on these instructions or on PIP-West investment opportunities.

Thank you very much for your *interest* and your *trust*, and we look forward to a *long* and *profitable* association!

Sincerely,

Don
949-433-8864 (cell)



Donald G. Fullman, Jr., President
877-335-2529 Ext: 103
949-433-8864 (cell)
DFullman@PIPWest.com
www.PIPWEST.com

INSTRUCTIONS

INVESTING in GEORGIA Foreclosure Properties and Tax Deeds from an IRA with ANY IRA Custodian

Please follow the instructions below in order to open a PIP-West account and to invest in GEORGIA foreclosure properties or tax deeds from a self-directed IRA held by any IRA custodian. Both the paperwork and checks are described.

*Note: Skip to **STEP II** if you already have a “self-directed” IRA account for tax lien and real estate investments, but not a corresponding PIP-West account.*

*Note: Skip to **STEP III** if you already have both a “self-directed” IRA account and a corresponding PIP-West account. You only need Step II if you are opening a new PIP-West account as a new Client or if you plan to invest with another IRA account or under another name or titling.*

A "Self Directed IRA" (for our purposes) should enable you to invest in Tax Liens/Tax Deeds and distressed properties through PIP-West, a Servicing Agent for such investments. We are always interested in hearing your recommendations for good self-directed IRA custodians in order to keep the options open for our Clients, as well as your comments about them.

As you proceed through these instructions, we recommend regular contacts with your IRA Custodian company for progress reports on each stage of your submitted requests of them.

Note: The PIP-West forms are available on the website at <http://www.PIPWEST.com/getting-startedforms> .

STEP I. To open a new self-directed IRA account, you'll need to discuss the procedures and forms with the self-directed IRA Custodian. The following basic forms and information will be involved:

- (1) **Application Form** to open the type of account that you need (Traditional, Roth, SEP, SIMPLE, et. al.)
- (2) **Account Transfer Form** to initiate a partial or full transfer from your source IRA account to your new self-directed IRA account.
NOTE: Please be sure to sufficiently LIQUIDATE the investments in your current account so that **ONLY CASH** is transferred to your new IRA account for expediency.
- (3) **Deposit Coupon and Instructions**, for deposits to your self-directed IRA. Note that you'll need this procedure to redeposit your proceeds from your investments.
- (4) **Fee Schedule (info only)**: Study the fees for the new custodian.
- (5) **Contact Information link (info only)**: Find the contact information (phone, fax and mailing addresses) for the new custodian.

STEP II. To open a PIP-West account, please download and print the "**Agency Agreement**" and the "**W-9 Form**" PDF form files stored on our website at <http://www.PIPWEST.com/getting-startedforms>. Then fill out, sign and submit these forms by US Mail to your IRA Custodian containing your original notarized signature as described below, and request the IRA Custodian to fill out, sign and send the same original signature forms to PIP-West at the following address:

**PIP - West, LLC
Attn: D. Fullman
23974 Aliso Creek Road, Suite #465
Laguna Niguel, CA 92677-3908**

(1) AGENCY AGREEMENT (BOTH **IRA OWNER and **IRA CUSTODIAN** PORTIONS)**

Instructions:

As the "IRA Owner", you need to:

- (a) **Confirm** and **Enter** the proper titling of your account (*whether an IRA, a 401(k), et. al.*) and the address at the top of page 1 (*where indicated*). IRA titling is different from 401(k) titling. IRA titling is typically "<IRA Custodian Company Name> Custodian FBO <Account Owner Name> IRA # _____", however confirm with your IRA Custodian.
- (b) **Initial** item (4.02) on page 3 (*where indicated*).
- (c) **Enter** your personal and contact information in the "IRA Owner" portion of page 4 (bottom half).
- (d) **Sign** with your ***NOTARIZED signature*** in the "IRA Owner" portion of page 4 (bottom half).
- (e) **Mail** this **original PIP-West Agency Agreement** to **your IRA Custodian** to fill out (*with your IRA Owner's portion completed and notarized, as instructed above*).
- (f) **Request** that your **IRA Custodian complete, sign** and **mail** your original PIP-West Agency Agreement that you MAILED to them as follows:
 - **Fill in** their contact information and their **notarized signature** in the "Principal" portion of page 4 (top half).
 - **Initial** item (4.02) on page 3 (*where indicated*).
 - **Mail** the completed original PIP-West Agency Agreement to PIP-West, LLC at the address listed above (*along with their W-9 form – see below*).

(2) W-9 Form for a unique EIN for your IRA Account (IRA CUSTODIAN PORTION **)**

- (a) **Request** that your **IRA Custodian apply for a unique EIN** for your IRA Account, which they can request on www.irs.gov. The W-9 is a Request for Taxpayer Identification Number. **(** NEW **)**
- (b) **Request** that your **IRA Custodian complete, sign** and **mail** the W-9 Form for this new EIN for your IRA Account (*along with the PIP-West Agency Agreement – see above*) as follows:
 - **Enter** the new unique EIN for your IRA Account, their contact information and their signature.
 - **Mail** the completed W-9 form (*along with the original Agency Agreement – see above*) to PIP-West, LLC at the address listed above.

STEP III. To invest in GEORGIA foreclosure properties or redeemable tax deeds, you need to request that your IRA Custodian deliver the following checks to PIP-West at the address listed above (*same as in STEP II*), through whatever procedure(s) and form(s) they require:

- (1) **One check** (*personal, business or cashier's*) made out to a Payee of **"PIP-West, LLC Client Trust Funds Account"** (a client trust account), for the total amount of your investment. **[Minimum Investment: \$50,000]**
- (2) **One check** (*personal, business or cashier's*) made out to a Payee of **"PIP-West, LLC"**, for the total amount of the PIP-West **2% setup fee** which are calculated on the total amount of your investment.

For example, if the total amount of your investment is \$50,000, the fee amount would be 2% of \$50,000, or \$1000.

Note: Once the purchase is complete, PIP-West will know the exact amount of each Client's investment, refund, and PIP-West setup fee.

STEP IV. Please keep PIP-West informed of when your requests have been sent to your IRA Custodian and when PIP-West should expect to receive the paperwork and checks. PIP-West will do the same by letting you know when we have received your paperwork and checks.

NOTE: Be sure to follow up with your IRA Custodian to make sure that they have received your requests and to obtain their outlook for completion of the processing.

Be sure to become more familiar with both the PIP-West website (<http://www.PIPWEST.com>) and that of your IRA Custodian in order to maintain your familiarity with PIP-West investment opportunities and resources and with your IRA Custodian's procedures.

Please don't hesitate to contact us with *any* questions or if you need any help with the application process and the forms. You can also contact your IRA Custodian with questions on their forms and procedures.

Thank you very much for your *interest* and your *trust*, and we look forward to a *long* and *profitable* association!

Sincerely,

Don

949-433-8864 (cell)



Donald G. Fullman, Jr., President

877-335-2529 Ext: 103

949-433-8864 (cell)

DFullman@PIPWest.com

www.PIPWEST.com
