CamaPlan
Personalized Self Directed IRA Planning

Private Placement Checklist

Use this checklist to submit items to purchase Private Equity in your IRA. Send all items in one package and allow 48 hours before you set funding date. It is recommended that you schedule an orientation call prior to your first purchase.

Timing	Documents/ Forms	Client Responsibility	Notes
Prior to Funding	CamaPlan Forms: • Asset Purchase Directive	CamaPlan Forms: Completed and signed by client	Fax or email copy accepted
	Client Supplied Documents: • Operating Agreement & Articles of Incorporation	Client Supplied Documents: Forward copy to CamaPlan for client file	• An Operating Agreement is an agreement among LLC and LP members governing the LLC/LP's business, and member's financial and managerial rights and duties. • Articles of Incorporation is a legal document showing the creation of a corporation/ LLC is registered with the state
	• Subscription/Investor Agreement	Needs to be completed and initialed by the client. In some cases the General Partner will sign before funding	• A Subscription/ Investor Agreement is an application by an investor to join an LLC/ LP. A copy is accepted by fax or email.
Post Funding	• Subscription/Agreement Share Certificates	Notify the LLC/LP to mail the fully executed Agreement or share Certificates to CamaPlan	Fax or email copy accepted

Account Requirements

1. The account must be established 7 days prior to any purchase
2. The account must have sufficient funds to cover the purchase price, maintain a required minimum account balence and any expense incurred after closing

Additional Information

- If you are purchasing an interest in a partnership, real estate or any other entity required to file a tax return or issue K-1's, you are required to obtain a TIN for your IRA. You may use your own CPA or other professional to obtain the TIN or use CamaPlan's streamlined TIN/EIN process through Kerr & Company. **http://camaplan.com/resource-center/ein-for-ira/**
- **Buyer Name:** CAMA SDIRA LLC FBO (client name or account #) IRA or CamaPlan Administrator FBO (client name or account #)
- **Buyer Address:** 122 East Butler Ave, Suite 100, Ambler, PA 19002
- The above documents are required to effectively complete your transaction. Incomplete documentation can result in the application of hourly charges and/or a delay in your transaction. If you have any questions regarding these documents, please contact our office or email us at operations@camaplan.com