

INSTRUCTIONS FOR OPENING A SEP IRA AT MAINSTAR TRUST

Complete all REQUIRED and applicable OPTIONAL items, type or print legibly.

Note: Mainstar Trust will not setup new accounts if required information is not provided.

Mainstar Trust recommends that accountholders review eligibility requirements with tax advisor or financial representative.

Review the IRA Account Agreement including Disclosures.

Required

Pay: One time Setup Fee and Annual Account Fee - Check payable to Mainstar Trust

Required

Note: Fees are not pro-rated

Complete and return the Traditional IRA Simplifier (3 page application).

Required

Complete and return the SEP Adoption Agreement (2 page application).

Required

Section 1 Accountholder Information

Name & Physical Address	Required	Home Phone Number	Optional
Social Security Number:	Required	Daytime Phone Number	Required
Date of Birth	Required	Fax Number	Optional
E-Mail Address (for electronic statements)	Required		

A physical address (not P.O. Box) is required to open an account. If a different address is to be used for mailing, please attach the mailing address on a separate sheet of paper.

Section 2 Custodian Information: INTERNAL USE ONLY

Section 3 Contribution Information

Check the box of the type of contribution that will fund your account	Optional
Enter the dollar amount of your contribution in Contribution Amount	Optional
Enter the tax year for which the contribution is being made	Optional
Assets held under a SEP Plan – SEP Adoption Agreement	Required

Section 4 Statement Option

Check the frequency that you wish to receive a statement. If no box is checked, statements will be quarterly electronic. An email address is **required** for electronic statement delivery. An annual paper statement will be sent if the email address is incorrect or invalid.

Section 5 Invoice Option

Check the billing option you prefer. If no option is marked, your account will be charged.

Section 6 Beneficiary Designation - (Enter in decimal form, must total 100%)

Name & Address	Required	Date of Birth	Required
Social Security Number	Required	Relationship	Required
Primary or Contingent	Required	Share %	Required
If Beneficiary is a Trust	First, last & signature page of Trust		Required

Section 7 Designation of Representative - (Complete ONLY if designating a Representative)

Optional

Accountholder marks if additional authority is granted to the representative.
Representative signs form acknowledging the authorization given by the accountholder.

Representative Name & Address	Required
Broker Dealer Name	Optional
Representative Phone Number	Required
Representative Fax Number	Optional
Representative E-Mail Address	Required
Representative Signature	Required

Section 8 Marital Status

Check the appropriate box.

Required

If the accountholder is married but does not name the spouse as the sole primary beneficiary, the spouse must sign this section.

Section 9 Signatures

The accountholder must sign in the IRA owner field.

Required

Customer Identification Program

Mainstar Trust must verify the identity of all new accountholders and we may contact the accountholder directly to verify information such as name, address, date of birth, and social security number.

Please return all forms to Mainstar Trust via email (customerservice@mainstartrust.com), fax (913-901-4190), or mail to address on Simplifier.