

Self-Directed Retirement Account Roles and Responsibilities

For IRA Holders and IRA Custodians

Welcome to Entrust. Thank you for choosing to open a self-directed retirement account with us.

To ensure you're well informed about the specifics of your account, please refer to your plan's Custodial Account Agreement and disclosure statement. Navigate to the [Forms page](#), scroll down to "Account Agreements" on the right-hand side, and click on your chosen plan.

If you prefer a physical copy of the plan agreement mailed to you, don't hesitate to reach out to our Client Services Department at ClientServices@TheEntrustGroup.com or call (800) 392-9653, option 1.

Before you begin managing your self-directed retirement account, it's crucial to understand both the responsibilities that come with it and the support you can expect from us.

Remember, your retirement account is **self-directed** — in order to properly manage this type of account, you must adhere to certain responsibilities. This ensures compliance with the [Internal Revenue Code](#) and [Treasury Regulations](#), which govern your account.

As your IRA administrator, Entrust is here to support your investment journey by providing administrative and recordkeeping services, as well as facilitating your self-directed transactions.

Understanding and fulfilling your role will help you take full control of your retirement portfolio.

Below, we've outlined your core responsibilities as an account holder, followed by Entrust's responsibilities and services as an IRA administrator.





Your Responsibilities as a Retirement Plan Account Holder

Select and Monitor Your Investments

Entrust does not provide investment options or investment advice, so it is your responsibility to select your investments carefully. Conduct thorough [due diligence](#) and regularly monitor, track, and evaluate the performance of each investment in your portfolio. If necessary, consult with qualified tax, investment, and legal advisors.

Provide Annual Fair Market Valuation

If the value of an asset in your account changed during the year, you must send an updated [fair market valuation \(FMV\)](#) to Entrust no later than January 31 of the following year. You must provide an FMV update for each investment in your account separately, excluding precious metals, publicly traded assets, and cash.

NOTE:

Entrust does not provide valuation services. This valuation must be performed by a qualified, independent third party, and you are responsible for any associated fees.

Provide Valuation for Taxable Transactions

Some transactions such as Roth conversions or required minimum distributions (RMDs) may carry tax implications. If an investment is involved in one of these transactions, you must provide an appraisal or other qualified, third-party valuation of the asset. That is, unless the asset involves precious metals, publicly traded assets, or cash. This ensures correct tax reporting and assessment by the IRS. As with FMV, Entrust does not provide valuation services, and you will be responsible for any related fees.

Pay Account Fees in a Timely Manner

All fees must be paid as scheduled, regardless of your investments' performance. You may pay using your IRA balance, credit card, or check. Failure to pay fees on time may lead to Entrust resigning as your account administrator. This could result in the distribution of your account assets, potentially leading to tax consequences.

Designate and Maintain IRA Beneficiaries

It is your responsibility to designate primary and contingent beneficiaries for your self-directed retirement account; if you fail to do so, your IRA will come under the possession of your estate upon your death.



Our first and foremost responsibility is to provide custodial, recordkeeping, and administrative services.

Entrust's Responsibilities as Your IRA Administrator

As mandated by law, your IRA must have a third-party custodian. Entrust fulfills this role by providing essential recordkeeping and custodial services, which are crucial for the proper management and compliance of your IRA.

HERE ARE SOME OF THE SERVICES WE PROVIDE FOR YOUR ACCOUNT:



Provide Custodial and Administrative Services

Our first and foremost responsibility is to provide custodial, recordkeeping, and administrative services. At Entrust, these responsibilities are split between two distinct entities: The Entrust Trust Company (TETC) acts as the custodian while The Entrust Group (TEG) acts as the administrator.

TETC delegates certain custodial duties to TEG. This includes, but is not limited to:

- Overseeing undirected IRA cash in FDIC-insured accounts.
- Setting up client accounts compliant with the Bank Secrecy Act (BSA), Office of Foreign Assets Control (OFAC), Internal Revenue Code (IRC), and Tennessee regulations, with thorough customer screening and identity checks.
- Offering administrative, accounting, and recordkeeping services.
- Creating and enforcing custodial agreements and documentation to keep client accounts compliant.
- Communicating with clients regarding their IRA investments, contributions, distributions, and maintenance needs.

With the services of TEG and TETC, Entrust can be considered a fully-fledged [SDIRA provider](#).

At your express direction, we facilitate all account transactions and ensure that you have continuous access to your account details through the [Entrust Client Portal](#).



Offer Expert Customer Support

Entrust offers live customer support from 8:30 a.m. to 5:00 p.m. PT, Monday through Friday, to assist you with any inquiries or issues you may encounter. Our experienced team includes associates who are Certified IRA Services Professionals (CISP), ready to answer your questions about general IRA management and IRS compliance.



Notify You of RMDs

Entrust will notify you when you reach the age of retirement to remind you of any required minimum distributions (RMDs) that are due.



Complete Tax Reporting

We ensure that all necessary account forms are provided to you **and** the IRS. This includes:

- Preparing and submitting IRS Form 1099-R for any distributions taken from your self-directed IRA.
- Providing you and the IRS with IRS Form 5498, which reports contributions and the fair market value of the IRA.



Have Questions? Don't Hesitate to Reach Out

Thank you again for choosing to open an account with Entrust.

If you have any questions about your responsibilities as an account holder, simply fill out our [Contact Us form](#) or give us a call at (800) 392-9653, option 1. We look forward to hearing from you.