INSTRUCTIONS TO SELF DIRECT AN IRA TO CFNE

In order to direct IRA funds to CFNE we use the services of Strata Trust Company. 7901 Woodway Drive, Suite 200, Waco, TX 76701. Strata charges a $100 annual fee and takes care of reporting to the IRS. Here is the fee schedule link.

An investor needs to open an account with Strata and then direct them to send funds to CFNE.

The contact at Strata Trust Company is:

Dan Rupper, Regional Director of Business Development - Central
STRATA Trust Company

Mobile: 512.221.4853
Address: 7901 Woodway Dr, Ste 200, Waco, TX 76712
Email: Dan.Rupper@StrataTrust.com
Website: StrataTrust.com

Here are the steps:

I) Investors will first need to open an account at Strata. If the investor already has an account with them, then skip to step **II**):

1. Open the account at Strata Trust Company by completing an application at https://www.stratatrust.com/open-account/ You can choose to complete it on-line or by sending in a completed paper version.
    1. Fill it out online ($25 Account Opening Fee)
        1. select Publicly-Registered Investments then click on "Get Started".
        2. When the site asks which Business Development Representative you have worked with, enter "01" so you are directed to Amanda Efird.

    Or

    2. Fill out a paper version then sending it to Amanda via email/fax ($50 Account Opening Fee). Start by downloading the relevant forms at: https://www.stratatrust.com/resource-center/forms/ and be sure that when the form asks which Business Development Representative you have worked with, enter "01" so you are directed to Amanda Efird.
2. Fund the account, to do this do one of the following:
    a) **Transfer Form (**used for transferring an IRA). This will pop up at the end of the online account opening but clients will need to print it out and sign it https://quikforms.com/viewform/zpWO-e5ABFmLA

    Or

    b) **Deposit Certificate** (used for rolling over a 401K or making a contribution to a new IRA) at https://quikforms.com/viewform/zpWO-I3D1AT6Q
3. Investor clients need to email/fax the above forms to Amanda at Strata Trust Company.

Please Note: If the client is transferring from an IRA they will take care of sending the form to the old custodian for the transfer to take place. BUT if the client is rolling over a 401K, the client needs to contact their 401K administrator to facilitate the rollover (401K administrators will not take directions from Strata Trust Company).

Last updated: March 5, 2021

II) The next step is to invest with CFNE

1. Contact CFNE for our current prospectus.
2. Fill out the Subscription Agreement (Appendix F starting on page 30).
3. Fill out the Strata Investment Direction link: https://quikforms.com/viewform/zpWO-Lyb7IQr
4. The investor must sign both the Subscription Agreement and the Strata Investment Direction Form.
5. Send both the prospectus response form and the Investment Direction Form to CFNE: PO Box 970, Watertown, MA 02471. CFNE will forward these forms to Strata Trust Company with a promissory note.
6. Strata will then forward funds to CFNE.