

YOU

1

Submit: a) Investment Authorization, and b) Draft of the Promissory Note*.

MTC

2

Mails you a check from your IRA issued to the borrower in the amount of the loan.

YOU

3

a. Have the borrower sign and notarize the Promissory Note.
b. Give the check to the borrower.
c. Mail the signed/notarized Promissory Note back to MTC.

*** Important Notes:**

1. You will need to draft a Promissory Note that includes the following:
 - Amount of loan
 - Date of issuance
 - Interest rate
 - Interest compounding period (annual, quarterly, monthly, daily, none)
 - Re-payments terms
 - Maturity date
2. The lender must be listed as “Madison Trust Company, Custodian FBO [Your Name & MTC Account #]”.
3. The Promissory Note must be notarized.
4. If the borrower is a business entity, you will also need to submit:
 - a. Documents certifying formation of the entity
 - b. Evidence that the entity is in good standing