

HOW TO LIQUIDATE AN UNSECURED PROMISSORY NOTE AND CLOSE ACCOUNT



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Liquidate your asset or reach out to your investment contact to facilitate the transfer of all funds back to Madison Trust using our [Delivery Instructions](#).

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Provide the required documents to retire your asset, including:

- ▶ All funds relating to the investment sent back to MTC
- ▶ Satisfaction of Note, signed by the account holder, stating that the note has been paid in full along with the date and amount of final payment
- ▶ **OR** Asset Valuation certified by CPA/Attorney

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Once the documentation has been approved by the investments department and funds have been cleared in your Self-Directed IRA at Madison Trust, we will retire the asset. Please see below for more details on moving the funds to another IRA / Qualified Retirement Plan or closing your Self-Directed IRA at Madison Trust.

Requesting Outgoing Funds:



Distribute Funds to Yourself Personally:

Please complete and submit our [Distribution Request Form](#) selecting your applicable distribution type and full account distribution.



Roll Funds Over to Another Qualified Retirement Plan:

Please complete and submit our [Distribution Request Form](#) selecting "Direct Rollover to a Qualified Retirement Plan." Please note we will need a Letter of Acceptance from the Qualified Retirement Plan.



Transfer Funds Out to Another IRA Account Through a Non-ACATS Transfer:

Please contact your receiving custodian to initiate the transfer process. Your new custodian should submit the completed transfer paperwork to us by fax or mail. For more information, please see our [Delivery Instructions](#).



Disclosure: *Verbal confirmation is required for all transactions that close the account.*

Please note the Transactional Fees associated with closing an account:



Account Termination
\$150.00



Cash Disbursement
\$30.00 (If applicable)



Re-Registration of Asset
\$50.00 (If applicable)



Wire Fee
\$25.00 (If applicable)