

*So how does it all work? What happens; and who is involved? How do I know what is happening, and how do I know if things are moving along properly? What else do I have to do?*  
...All good questions: Here is an Overview of the CompleteIRA 401k process, and it's timeline.

## **DAY 1-3**

- a) A completed and signed order form is turned into CompleteIRA's central office.
- b) The information is entered into our secure, encrypted systems.
- c) The 401k master plan document is started.
- d) The LLC application for the state is formed. Initial documents prepared.
- e) The custodial application is filled out. Transfer paperwork, if any, is identified.

## **DAY 4-8**

- f) The 401k plan is formed.
- g) The 401k plan EIN is obtained.
- h) The client is delivered a package of documents to review and sign. (LLC formation documents, 401k master plan documents, Custodial agreement and application).
- i) The Custodial agreement and application is filed.

## **DAY 13-19**

- j) The Custodial account number is received.
- k) The rollover (if present) is instigated.
- l) The LLC now has the information needed, and is now filed.

## **DAY 20-25**

- m) The LLC is "of record" with the state.
- n) An LLC EIN number is obtained from the IRS.
- o) Final specialized LLC paperwork is completed.
- p) Shares are authorized to be released, and notice sent to the Custodian.
- q) Funding of some kind in the IRA account (initial contribution or rollover) is needed.

## **DAY 20-45**

- r) Client is notified once funds are in the account.
- s) Custodian releases funds to the LLC in exchange for the authorized shares.
- t) Time is scheduled for client to open new LLC checking account (we will have staff waiting to assist in case of bank difficulties or questions).
- u) Bank account is opened; LLC's funding from Custodial Account is deposited.
- v) Congratulations! You now have complete control of your investing future; as well as enhanced protection of your assets. Our system provides speed and control over your assets unmatched by any other retirement account program.

This level of control and freedom is most useful when you can turn to experts for help when you need it. That's why CompleteIRA staff, including our specialized self-directed retirement account legal counsel, are available to help answer questions you may have in the future. In 10 days or 10 years, we are here to help make your journey as safe and as successful as possible.

*We are grateful to serve you. Make your future what you want it to be.*

Some processes have very technical qualities; the exact methods and phrasing are very important. Each step is reviewed prior to fulfillment. So your assets can safely be controlled without running into IRS difficulties down the road, please utilize our skill and knowledge by talking to us prior to making new investments.