



FAIR MARKET VALUATION FORM INSTRUCTIONS

13905 W. Wainwright Dr.
Boise, ID 83713
Phone: (866) 377-3311
Fax: (208) 376-4567

FORM PURPOSE

As Record Keeper for the Custodian/Trustee of your IRA, Qualified Retirement Plan (QRP), or other tax qualified account in accordance with section 408(i) and other guidance provided by the IRS **Mountain West IRA (MWIRA) is required to:**

- Report the Fair Market Value (FMV) of your IRA, SEP or SIMPLE as of December 31 each year to the IRS.
- Report all distributions from your account during the year to the IRS. To properly report the Fair Market Value of a non-cash asset, MWIRA requires you to provide a Fair Market Valuation Form prior to processing the distribution.
- Provide you with Form 5498 which includes the same FMV information provided to the IRS.

You, as the IRA owner, are required to:

- Procure the valuation of each non-cash asset held within your self-directed account annually
- Provide the procured valuation to MWIRA via the Fair Market Valuation Form with supporting documents at least every (12) months and/or upon each non-cash distribution from your account

FORM INSTRUCTIONS

SECTION ONE - Account Holder Information.

Please complete your name, contact information and MWIRA account number.

SECTION TWO - Asset Description & Market Value.

Identify the name and description of the asset you are providing a valuation for. If your account does not own the asset 100%, list the % owned by your account and the total value for your account's share of the asset.

Note: Supporting documentation for the valuation is required. Forms submitted without required documents may be returned unprocessed to the account holder. Please see supporting documentation examples on page (3). A separate form is required for each non-cash asset held in your account.

SECTION THREE - Valuator Information, Signature & Acknowledgment.

To properly report the FMV of certain assets, a qualified independent third party should perform the asset valuation. The valuator will enter their name, qualifications, contact information, and sign this section.

A qualified independent third party may include:

- Certified appraiser, licensed real estate professional (real estate agent/broker), independent valuation company, knowledgeable party (attorney, CPA, financial planner, etc.), managing member, trustee, or operator

SECTION FOUR - Account Holder Signature & Acknowledgment. Unsigned forms may be returned unprocessed to the account holder.

SUBMISSION

PLEASE SUBMIT THIS FORM VIA HELLOSIGN, EMAIL, FAX, OR MAIL TO:

Mail:

Mountain West IRA
13905 W. Wainwright Dr.
Boise, ID 83713

Email:

Compliance@MWIRA.com

Fax:

(208) 376-4567



Note: MWIRA requires you to submit a Fair Market Valuation Form with supporting valuation documents every (12) months for each non-cash asset held in your account. If FMV forms are not received, MWIRA reserves the right to assign, determine and calculate the FMV of your account asset(s). MWIRA also reserves the right to charge a \$100 fee per asset for determining the market value of your self-directed account. If an asset valuation is not provided every (12) months, MWIRA reserves the right to resign as Record Keeper of the account.



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This form is designed to assign a fair market value (FMV) for assets that do not have a readily available market value for IRS reporting purposes. To properly report the FMV of an asset, a qualified independent third party should perform the valuation.

A separate form is required for each non-cash asset held in your account. This form must be signed and dated by the account holder. If using a third party to determine the value, the valuator must also sign and date this form.

1. ACCOUNT HOLDER INFORMATION

Check this box to update your contact information on file.

Account Holder Name: _____ Account Number: _____

Email Address: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

2. ASSET DESCRIPTION & MARKET VALUE

Asset Type: LLC/Private Placement Mortgage Note Private Stock Real Estate Other: _____

Asset Description/Name: _____ Asset Ownership %: _____

Certificate of Good Standing provided (for private placement investments): _____

Asset Market Value: \$ _____ As of (date): _____

3. VALUATOR INFORMATION, SIGNATURE & ACKNOWLEDGMENT

Valuator's Name: _____ Company: _____

Title: Attorney CPA Managing Member Real Estate Professional Other: _____

Telephone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

I certify that I am qualified to give an independent valuation for the asset listed above. I understand this appraisal will be used for reporting purposes to the IRS. I understand that any false or misleading valuation/appraisal of any assets may result in penalties and fines for both the valuator and the account holder.

Signature of Valuator: _____ Date: _____

4. ACCOUNT HOLDER SIGNATURE & ACKNOWLEDGMENT

I certify that I am the owner of the account listed above and the valuation provided is true and accurate to the best of my knowledge.

Account Holder Signature: _____ Date: _____

Note: MWIRA requires you to submit an FMV Form with supporting valuation documents every (12) months for each non-cash asset held in your account. If FMV forms are not received, MWIRA reserves the right to assign, determine and calculate the FMV of your account asset(s). MWIRA also reserves the right to charge a \$100 fee per asset for determining the market value of your self-directed account. If an asset valuation is not provided every (12) months, MWIRA reserves the right to resign as Record Keeper of the account.

FAIR MARKET VALUATION SUPPORTING DOCUMENT EXAMPLES

Supporting documents must be submitted with a complete and signed Fair Market Valuation Form (FMV) to Mountain West IRA (MWIRA) every (12) months for each non-cash asset held in your account. A separate form is required for each non-cash asset held in your account.

LLC/Private Placement

- Balance sheet showing the assets & liabilities of the LLC. If the IRA account holder is not the only LLC member, the balance sheet must show the ownership percentage or # of units that are held in the IRA account
- Letter or email from a managing member, trustee, or operator of the LLC or entity stating the current value of the LLC/entity and ownership percentage or units held in the account. Letter can be in the form of an email or on official letterhead
- An investor statement issued by the investment entity showing the current value of the account
- Schedule K-1 issued to the investor by the entity. **Note:** K-1's should be submitted to MWIRA annually

Mortgage

- Statement from lender or loan servicer indicating the current unpaid balance
- Amortization schedule

Precious Metals

- FMV Forms are not required for precious metals assets as the market value is readily available to MWIRA. Asset values are updated weekly

Private Stock

- Statements that include unit/share balances and/or pricing information
- Letter from CEO, CFO, Transfer Agent, or other knowledgeable party indicating current price per share. Letter can be in the form of an email or on official letterhead

Promissory Note

- If amortized, amortization schedule
- If interest only, a written statement from the account holder stating the current unpaid balance and indicating the note is interest only, with up to date payments. This also applies to notes with balloon payments at maturity as well as notes that are due upon the sale of property that is securing the loan
- If the note is serviced by a third party, a statement indicating the current unpaid balance

Real Estate

- Appraisal
- Broker's Price Opinion (BPO)
- County Assessor value statement
- Comparative market analysis (CMA) prepared by a licensed real estate professional (3 to 5 comparable properties preferred)
- Official appraisal performed by a qualified independent third party. Third party valuations may include:
 - ✓ Certified appraiser
 - ✓ Independent valuation company