

SIMPLIFIED REAL ESTATE EXPENSE MANAGEMENT HAS ARRIVED:

Introducing Expense Pass[™], a prepaid Mastercard[®] exclusively for Equity Trust real estate investors. Skip the check requests and instead have funds from your Equity Trust account added directly to your Expense Pass. Gain quicker access to your funds with a more convenient payment method.

Why Expense Pass?

It's no secret that managing a real estate investment includes paying for a variety of expenses, some of which may be unplanned. Expense Pass gives you the flexibility to prepare for the unexpected, while also making the typical expenses faster, easier, and more convenient to pay.

Expense Pass Benefits

- Options for virtual or physical cards
- Allows for you to keep funds on hand for future expenses
- Simple online wizards to add or withdraw funds from your card
- Quicker access to funds — avoids mail delays that can be associated with checks
- Save on overnight, expedited, and wire fees
- Expense Pass can be used nearly everywhere Debit Mastercard is accepted

Expenses You Can Pay with Expense Pass



HOA Fees



Utility Bills



Property Taxes



Property Insurance



Property Repairs and Renovations



Use at Retailers for Property-Related Purchases



Add to Apple Pay, Samsung Pay, Venmo, or PayPal to Pay Third Parties like Contractors*

*subject to Venmo and PayPal fees

How to Enroll in Expense Pass

1. Log into www.myEQUITY.com
Not yet enrolled in myEQUITY? [This guide can help.](#)
2. Navigate to Money Movement > Bill Pay
3. Click on the Launch Prepaid Card Wizard button
If your account type is eligible for Expense Pass, and it holds an eligible asset, a button for the Prepaid Card wizard will be available.
4. Click the Register button
5. Confirm your contact details and select whether you would like to have a physical card mailed to you or a virtual card emailed to you
6. Select the fee payment method for the one-time enrollment fee
7. Submit your registration request

PHYSICAL CARDS: Will be mailed via USPS and will typically be received within 7-10 business days.

VIRTUAL CARDS: Will be delivered via email to your email address on file once you have requested to fund the card, and the funds are available on the card.

VIRTUAL CARD

Virtual cards can be used online or can be added to a mobile wallet to be used at retail establishments where mobile wallet payments are permitted. Please note that some retailers, such as Lowe's and Home Depot, only accept virtual cards for online purchases. It is recommended that you confirm a retailer's in-store mobile payment policy should you wish to use a virtual card for payment.

How to Fund Your Expense Pass

1. Log into www.myEQUITY.com
2. Navigate to Money Movement > Bill Pay
3. Click on the Launch Prepaid Card Wizard button
If your account type is eligible for Expense Pass, and it holds an eligible asset, a button for the Prepaid Card wizard will be available.
4. Click the Fund button

5. Confirm your contact details
6. Enter the amount to add to your Expense Pass
 - Card balances cannot exceed \$5,000
 - Cash must be available within your Equity Trust account to fund your Expense Pass
7. Confirm and submit the funding request

Funding requests will be processed and available on your card within one to two business days. You will receive an email notification once the funds are available for use on your card.

How to Transfer Funds from Expense Pass to Your Account

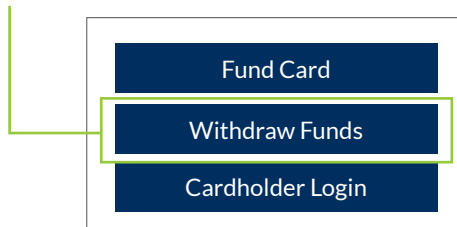
1. Log into www.myEQUITY.com

2. Navigate to Money Movement > Bill Pay

3. Click on the Launch Prepaid Card Wizard button

If your account type is eligible for Expense Pass, and it holds an eligible asset, a button for the Prepaid Card wizard will be available.

4. Click the Withdraw Funds button



5. Enter the amount to transfer back to your Equity Trust account from your Expense Pass

Withdrawal amount cannot exceed the current available card balance

6. Select the reason for the withdrawal

A \$10 processing fee will be assessed if the card is to remain active

7. Confirm and submit the Withdrawal request

Funds will typically return to your Equity Trust account via ACH within three to five business days.

Expense Pass Limitations

- Cannot be used to pay yourself or any other disqualified individual
- Access to cash back at point of sale or ATM withdrawals are not permitted
- Expense Pass can only be used for purchases associated with real estate or mobile homes held within an Equity Trust account
- Cannot be used for any type of prohibited transaction
- Allows for total funding up to \$5,000
- Allows for up to 20 card transactions to be processed per business day, with a maximum daily spend of \$5,000

Other Important Details About Expense Pass

- It is the account holder's responsibility to keep record of expenses paid using Expense Pass, and the associated assets tied to the expenses
 - For debt-financed real estate assets, if Equity Trust prepares your account's 990-T tax form, details regarding expenses paid using Expense Pass and the associated assets will need to be provided to Equity Trust for 990-T processing

Other Important Details About Expense Pass Cont.

- For properties owned between multiple accounts, expenses will need to be paid by each account based upon the account's percentage of ownership in the asset
- If closing an Equity Trust account, the Expense Pass prepaid card must be terminated prior to the account closure and all funds returned to the cardholder's Equity Trust account

Expense Pass Fees

Equity Trust Fees	
One-time enrollment fee for standard accounts	\$50
One-time enrollment fee for Gold Level accounts	\$25
Processing fee to move funds from Expense Pass back to Equity Trust account (waived if the card is being terminated)	\$10
No transaction fees to fund Expense Pass	—
No ongoing administration fees for Expense Pass	—

Card Issuer Fees	
Card replacement fee — standard shipping	\$6.95
Card replacement fee — expedited shipping	\$25
International currency conversion fee	3%

Overview

How do I register for an Expense Pass?

To register for an Expense Pass for your eligible Equity Trust account, log into myEQUITY and navigate to Money Movement > Bill Pay, then select the "Prepaid Card Wizard" button. You will then be prompted to enroll.

What are the eligibility requirements to register for an Expense Pass?

Your Equity Trust account must be one of the following types: Traditional IRA, Roth IRA, SEP IRA, Simple IRA, Beneficiary IRA, Beneficiary Roth IRA, Participant Accounts associated with Individual 401(k)s.

The account must also hold one or more of the following asset types: real estate, debt-financed real estate, contract for deed, or mobile homes.

Is Expense Pass a debit card?

No, Expense Pass is not a debit card, it is a prepaid Mastercard that can be used nearly everywhere Mastercard is accepted. The term "debit" is displayed on the card because there is no credit extended to you as the cardholder. However, you may choose either debit or credit at the point of sale to complete a transaction.

What is the difference between a physical and virtual Expense Pass?

The physical Expense Pass is a plastic card that will be mailed to you through USPS and will be received within 7 to 10 business days after registration. The virtual Expense Pass will be emailed to you once the card has been successfully funded and the email will provide the card number, expiration date, and CSV code. This information can then be added to your mobile wallet for future use or used for online purchases. Please note that when enrolling in a virtual Expense Pass, you will not receive a plastic card.

Can I enroll in both a physical and virtual card?

Within myEQUITY you will only be able to enroll in a single card type. If requesting a physical card, once received that can be added to your mobile wallet by keying in the card details. If requesting a virtual card, once the email with your card information is received, you can then contact Cardholder Services at **(866) 326-8689** to request a physical card. Please note that fees may apply.

Are there any places where Mastercard is accepted that Expense Pass cannot be used?

Merchant category restrictions are in place to prevent the accidental or unapproved use of Expense Pass. Expense Pass cannot be used for certain merchant types including, but not limited to: airlines, car rental agencies, lodging and hotels, caterers, restaurants, bars, gas and service stations, liquor stores, lottery and gambling, and ATMs.

Does Expense Pass have a spending limit?

Expense Pass can be funded up to \$5,000. When funding requests are submitted, the total of the funding amount being requested plus the existing card balance cannot exceed \$5,000. Purchase transactions are capped at 20 transactions that can total no more than \$5,000 per business day.

How is Expense Pass different than a credit card?

Expense Pass does not provide a line of credit to you or your Equity Trust account. Expense Pass must be prefunded with funds held in your Equity Trust account. Card usage cannot exceed the balance that is available on the card at the time of purchase.

Overview Cont.

Who is the card issuer?

Expense Pass cards are issued through Sunrise Bank, in partnership with the prepaid card provider North Lane. Cardholder Services and online card access are both provided by North Lane. North Lane has over 25 years of industry experience and has partnered with companies of all sizes and in all industries to issue and support millions of prepaid accounts.

Card Usage

How do I fund my Expense Pass?

Card funding can be initiated after enrollment, through myEQUITY. Once logged in, navigate to Money Movement > Bill Pay, then select the Prepaid Card Wizard button. From there, select the Fund Card button.

How long will it take for funds to be available on my card after the request is submitted?

Funding requests will be processed and available on your card within one to two business days. You will receive an email notification once the funds are available for use on your card.

How do I return funds from my card to my Equity Trust account?

A card withdrawal can be initiated through myEQUITY. Once logged in, navigate to Money Movement > Bill Pay, then select the Prepaid Card Wizard button. From there, select the Withdraw Funds button. A \$10 processing fee will be charged if the card is to remain active. Funds will be sent back to your Equity Trust account via ACH and will typically be received within three to five business days.

How do I use my card to purchase goods and services?

You can use your card to make purchases at any merchant (online or in-store) that accepts Debit Mastercard (minus the restrictions noted previously). To complete a transaction, select "Credit" to authorize your transaction with a signature. If funds are available in your account, the purchase will be approved. Select "Debit" to authorize the transaction by entering a PIN at the point of sale.

Are there limitations to the virtual Expense Pass?

Virtual cards can be used online or can be added to a mobile wallet to be used at retail establishments where mobile wallet payments are permitted. Please note that some retailers, such as Lowe's and Home Depot, only accept virtual cards for online purchases. It is recommended that you confirm a retailer's in-store mobile payment policy should you wish to use a virtual card for payment.

When shopping in-store, how can I split a payment between my card and another form of payment?

If your purchase amount is greater than the available balance on your card, you will need to perform a split transaction. Inform the cashier that you'd like to use two (or more) forms of payment to complete the purchase. Use your card as the first form of payment and inform the cashier of the exact amount to authorize for the card's portion of the payment. The remaining balance will then need to be paid with a different form of payment.

Can I use Expense Pass for recurring payments?

Yes, your card can be set up for recurring payments (utilities, for example). There must be available funds on the card at the time the recurring payment is processed for the payment to be successful.

Card Usage Cont.

Can I add Expense pass to Venmo or PayPal?

Yes, Expense Pass can be added to Venmo, PayPal, ApplePay, and SamsungPay. Please note, some providers may charge a processing fee for this service.

Can I request cash back at the point of sale or use my Expense Pass at an ATM?

No, Expense Pass cannot provide cash back at the point of sale or at an ATM.

Can I deposit funds to my card through an ATM or payment application (Venmo, PayPal, etc.)?

No, the only way in which funds can be added to your Expense Pass is through the Prepaid Card Wizard within myEQUITY.

Card Management

How do I activate my Expense Pass?

To activate your card, please follow the instructions on the sticker affixed to your plastic card, or follow the instructions included in the virtual card email. Your card will not be available for use until activated.

How can I add a PIN to my Expense Pass?

A PIN can be established for your card by calling (866) 225-1115. Once you have established a PIN for your card, be sure that it is safeguarded. You are responsible for the protection of your PIN and will not be able to recover funds lost as a result of unauthorized use of your card when the PIN is used. If you need to change the PIN that has been previously established, contact Cardholder Services at (888) 326-8689.

What should I do if my Expense Pass card is lost or stolen?

Report a lost or stolen card immediately by contacting Cardholder Services at (866) 326-8689. If reported in a timely manner, you will not be responsible for any unauthorized charges per the card's Terms and Conditions.

How do I review my card's transaction history?

If you have registered for a physical card, card transaction details can be reviewed by enrolling in the Cardholder website at <https://login.northlane.com/>. If you have registered for a virtual card, the cardholder website can be accessed by clicking on the card activation link that was emailed to you after your card was funded.

Once logged in, click on the "My Account" tab to view your card's complete transaction history, including payments and spend activity. There is also an option to print your card's transaction details. Please note, if you are obtaining cards for multiple Equity Trust accounts, each card will need to be enrolled in the Cardholder website and will have separate login credentials.

How do I obtain my card's current available balance?

For clients enrolled in the physical card program, a current balance can be retrieved by texting BAL to 445544 once you have registered your card on the cardholder website: <https://login.northlane.com/>.

For clients enrolled in the virtual card program, a current balance can be retrieved by clicking the card activation link that was emailed to you after your card was funded.

Card Management Cont.

My email address has changed; how do I update my card profile to continue to receive card funding notification emails?

Once you have enrolled in Expense Pass, any changes to your primary email will not be automatically updated for your card. If you would like to update your email associated with your card's profile, contact Cardholder Services at (866) 326-8689.

Does my Expense Pass expire?

Cards have a 36-month expiration period. At the time of expiration, if the three requirements listed below are met, a new card will automatically be issued to the cardholder. If requirements are not met, funds remaining on the card will be returned to your Equity Trust account and your card will no longer be active after the expiration date.

- Card balance exceeds \$20
- A purchase on the card has been made in the last 90 days
- The card has been reloaded in the last 12 months

How can I terminate my Expense Pass?

Cards can be terminated within myEQUITY. Navigate to Money Movement > Bill Pay, then select the Prepaid Card Wizard button. From there, select the Withdraw Funds button. Be sure to enter the full amount of available funds to be returned to your Equity Trust account and to select "terminate card" as the withdrawal reason. Funds will be sent back to your Equity Trust account via ACH and will typically be received within three to five business days.

Equity Trust Company does not provide investment, tax or legal advice concerning your investments and is not liable for any tax consequences for your use of the Prepaid Mastercard. Please contact your tax consultant or professional for any questions concerning your use of the Prepaid Mastercard and your account assets. Equity Trust Company account owners are in no way obligated to enroll in or use the Prepaid Mastercard. This option is available as a convenience only for those wishing to take advantage of this opportunity. Equity Trust Company is not affiliated with the card issuer/bank vendor. Please refer to the terms and conditions you receive with the Prepaid Mastercard concerning additional disclosures concerning the use of the card. This Card is issued by Sunrise Banks N.A., Member FDIC, pursuant to a license from Mastercard International Incorporated. Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated. Registration, activation, acceptance, or use of this card constitutes acceptance of the terms and conditions stated in the Prepaid Card Agreement.

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