



## Guidelines for Sub-Accounts

1. An account may have up to 9 (nine) sub-accounts.
2. A completed Membership Application is required to set up a sub-account.
3. The parent account must be in good standing.
4. The parent account will be assessed \$5 cash & \$5 ITEX dollars per billing cycle.
5. No transaction fees will be assessed on the sub-account (the parent account will be assessed a transaction fee when transferring ITEX dollars to the sub-account).
6. The sub-account may only receive ITEX dollars from the parent account. The sub-account may NOT sell to other members.
7. The sub-account will be broker managed.
8. No ITEX dollar credit line will be given to a sub-account.
9. If the parent account becomes delinquent in cash fees owed to ITEX, sub-accounts will be frozen, preventing any purchases by sub-accounts until the parent account is brought current.
10. If the parent account is closed, sub-accounts will need to either become full fee paying members or go into Spend Down status.

**I have read and understand the guidelines for setting up a sub-account.**

Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_