

## Account Audits and Inventory Pickup/Delivery

**NOT Valid for  
IRA Accounts**

### How to schedule:

You are welcome to schedule an appointment to pick up/drop off or inspect your holdings at either IDS-Delaware or IDS-Texas between 9:30am and 2:30pm, Monday-Friday. Appointments should be scheduled at least 48 hours in advance and are scheduled on a first come, first served basis. Our Delaware headquarters will coordinate the scheduling for both locations. Please email this information AND a copy of your government ID to [info@ids-delaware.com](mailto:info@ids-delaware.com).

**NOTE – If your account is an IRA account, regulations require that the custodian/administrator or trustee provide the necessary authorization and submit the appointment request.**

Name on Account:	IDS Account Number(s):
Account Location: Circle one Delaware or Texas	Name(s) of person/People auditing:
Desired inspection date:	Desired inspection time:

Vehicle information: Rental	Make:
Model:	Color:
License Plate:	Issuing State:

**REMINDER – Please submit copy of government ID(s) with this information**

### What to Expect when you arrive:

You will be asked to sign in at the security office. After verification of identity, you will then be escorted to a private room for drop off/pick up or auditing your inventory already on deposit. If auditing an account, the inventory will be brought to you. An IDS team member will remain with you during the process. Once you have completed your review, your inventory will be removed and resealed for placement back in the storage location for your account. If you are dropping off or picking up inventory, it will be counted and you will be given a receipt. Large drops offs may be handled in the secure ramp of the building. Upon completion, you will be escorted out of the building. For security purposes, tours of the facility are not permitted.

We ask that you limit your time to 30 minutes so that we may accommodate others. Times exceeding 30 minutes may incur a fee. **Please note missed appointments will incur a fee of \$100.**

If you have questions, please email our headquarters at [info@ids-delaware.com](mailto:info@ids-delaware.com) or call 888-322-6150.

Thank you very much for your business.

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Signature of person authorized on account