

INSTRUCTIONS & GUIDELINES

This form should be used when:

- You have an Unsecured Note (a note that has no stated collateral);
- The Unsecured Note has no value because the Note is uncollectible (the borrower cannot or will not repay the loan).

Be sure you have filled out all of the sections and attach a separate "Addendum A" sheet with your signature if more space is needed to document your attempts to collect.

- Include any supporting documentation which may prove collection efforts taken.
- An asset removed from inventory will be distributed with a value of \$1.00.

Note: Use *Fair Market Valuation Form* for secured notes.

SUBMISSION OPTIONS

OVERNIGHT:

Equity Trust Company
Attn: Institutional Accounts
1 Equity Way
Westlake, OH 44145

REGULAR MAIL:

Equity Trust Company
Attn: Institutional Accounts
P. O. Box 451159
Westlake, OH 44145

FAX:

(440) 365-1444

BY E-MAIL:

IRAServices@EquityInstitutional.com

CONTACT INFORMATION

PHYSICAL ADDRESS:

Equity Trust Company
Attn: Institutional Accounts
1 Equity Way
Westlake, OH 44145

WEBSITE:

www.EquityInstitutional.com

For assistance, please contact a Client Service Representative at:

PHONE:

800-955-3434 (option 2)

Or e-mail questions to:

E-MAIL:

IRAServices@EquityInstitutional.com

DO NOT FAX OR MAIL THIS COVER PAGE

INVESTMENT PRODUCTS: NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE

