

UNCOLLECTIBLE UNSECURED NOTE FORM

WHEN TO USE THIS FORM

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)

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

INSTRUCTIONS & GUIDELINES

- All sections should be answered completely.
- Be sure to fully document any collections efforts. If additional space is needed, attach a separate "Addendum A" with your signature and date.
- Include any supporting documentation which may prove collection efforts taken.
- An asset removed from inventory will be distributed with a value of \$1.00.

SUBMISSION OPTIONS

BY FAX:
(440) 365-1444

BY E-MAIL:
help@trustetc.com

REGULAR MAIL:
Equity Trust Company
P. O. Box 451340
Westlake, OH 44145

OVERNIGHT MAIL:
Equity Trust Company
1 Equity Way
Westlake, OH 44145

CONTACT INFORMATION

PHYSICAL ADDRESS:
Equity Trust Company
1 Equity Way
Westlake, OH 44145

PHONE NUMBER:
(440) 323-5491

WEBSITE:
www.trustetc.com

**For assistance, please
contact a member of your
First Class Service Team at:**

TOLL FREE:
(877) 693-8208

Or e-mail questions to:

E-MAIL:
help@trustetc.com

DO NOT FAX OR MAIL THIS COVER PAGE

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

