

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

REGULAR MAIL:

Equity Trust Company P. O. Box 451340 Westlake, OH 44145 BY E-MAIL: help@trustetc.com

OVERNIGHT MAIL:

Equity Trust Company 1 Equity Way Westlake, OH 44145

CONTACT INFORMATION

PHYSICAL ADDRESS: Equity Trust Company 1 Equity Way Westlake, OH 44145 For assistance, please contact a member of your First Class Service Team at:

PHONE NUMBER: (440) 323-5491

WEBSITE: www.trustetc.com (877) 693-8208

TOLL FREE:

Or e-mail questions to:

E-MAIL: help@trustetc.com



UNCOLLECTIBLE UNSECURED NOTE FORM

1 ACCOUNT HOLDER INFORMATION

ACCOUNT HOLDER NAME

ACCOUNT NUMBER

2 DESCRIPTION OF DEBT			
INVESTMENT REFERENCE NUMBER	DATE THAT DEBT BECAME DUE	FACE VALUE	
		\$	
DESCRIPTION OF DEBT			
NAME OF DEBTOR		SOCIAL SECURITY NUMBER OF DEBTOR	
Remove investment from my inventory	No Yes If Yes, the asse	t will be distributed with a value of \$1.00.	

3 SUPPORTING DOCUMENTATION OF UNCOLLECTIBLE DEBT

Please list below the efforts you have made to collect the debt and the result of each effort. If more lines are necessary attach a separate sheet titled "Addendum A" and be sure it is signed by account owner. For example, you could show that the borrower has declared bankruptcy, or that legal action to collect would probably not result in payment of any part of the debt.

IF MORE LINES ARE NECESSARY list additional documents on a separate sheet titled "Addendum A". Check here if attached.

NOTARY SIGNATURE		
State of County of		
I certify that I am the owner of the above-referenced accoun note described in Section 2 above. I certify that I have made stated in Section 3 above to collect the note. I further certify herein is true and accurate	or caused to be made the efforts	
Account Owner Signature	Date	
Sworn to and subscribed before me, a Notary Public, on this of 20	day	
	commission expires	

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