



UNCOLLECTIBLE UNSECURED NOTE FORM

WHEN TO USE THIS FORM

This form should be used when:

- You have an Unsecured (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 correctly.
- 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 effort taken.
- An asset removed from inventory will be distributed with a value of \$1.00.

CONTACT INFORMATION

For assistance, please contact us at:

TOLL FREE:
(877) 819-8918

FAX:
(440) 365-1447

SUBMISSION OPTIONS

BY FAX:
(440) 365-1447

OVERNIGHT MAIL:
ETC Brokerage
1 Equity Way
Westlake, OH 44145

REGULAR MAIL:
ETC Brokerage
P. O. Box 451249
Westlake, OH 44145

BY E-MAIL:
ETCBrokerage@ETCBrokerage.com

DO NOT FAX OR MAIL THIS COVER PAGE

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

1 ACCOUNT OWNER INFORMATION

ACCOUNT REGISTRATION	ACCOUNT NUMBER
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2 DESCRIPTION OF DEBT

INVESTMENT REFERENCE NUMBER	DATE THAT BECAME DEBT DUE	FACE VALUE \$
DESCRIPTION OF DEBT		
NAME OF DEBTOR	SOCIAL SECURITY NUMBER OF DEBTOR	

Remove investment from my inventory No Yes ***If yes, the asset will be distributed with a value of \$1.00.***

3 SUPPORTING DOCUMENTATION OF UNCOLLECTIBLE DEBT

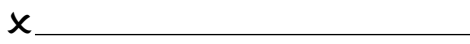
Please list below the efforts you have made to collect the debt and the result of each effort. If more lines are necessary please attach a separate sheet titled "Addendum A" and be sure it is signed by account owner. For example, you could show that the borrower has declared bankruptcy, or that legal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

	Date	Description of effort to collect, result of effort and supporting information
1.		
2.		
3.		
4.		

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

4 ACCOUNT OWNER SIGNATURE

I certify that I am the owner of the above-reference account and that the account holds the note described in Section 2 above. I certify that I have made or caused to be made the efforts stated in Section 3 above to collect the note. I further certify that the information contained herein is true and accurate.

 _____ _____
 Account Owner's Signature Date