

# UNCOLLECTIBLE NOTE FORM



## INSTRUCTIONS AND 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 Value Form* for secured notes.



## SUBMISSION OPTIONS

**BY FAX**  
254-751-0872

**OVERNIGHT**  
Sterling Trust  
7901 Fish Pond Road  
Waco, TX 76710

**REGULAR MAIL**  
Sterling Trust  
P.O. Box 2526  
Waco, TX 76702-2526

**BY E-MAIL**  
IRAServices@SterlingTrustCompany.com



## CONTACT INFORMATION

**MAILING ADDRESS:**  
Sterling Trust  
P.O. Box 2526  
Waco, TX 76702-2526

**PHYSICAL ADDRESS:**  
Sterling Trust  
7901 Fish Pond Road  
Waco, TX 76710

**For assistance, please contact a Client Services Representative at:**

**Phone:**  
800-955-3434 (Option 2)  
254-751-1505 (Option 2)

**Fax:**  
254-751-0872

**Website:**  
[www.SterlingTrustCompany.com](http://www.SterlingTrustCompany.com)

**Or e-mail questions to:**  
[IRAServices@SterlingTrustCompany.com](mailto:IRAServices@SterlingTrustCompany.com)

**DO NOT FAX OR MAIL THIS COVER PAGE**



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 FAX: 254-751-0872 / E-MAIL: IRAServices@SterlingTrustCompany.com

**UNCOLLECTIBLE NOTE FORM**

PLEASE PRINT CLEARLY. A DELAY IN PROCESSING MAY OCCUR IF INSTRUCTION IS UNCLEAR.

**1 ACCOUNT HOLDER INFORMATION**

ACCOUNT HOLDER NAME	ACCOUNT NUMBER
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**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 <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, the asset will be distributed with a value of \$1.00.</i>		

**3 SUPPORTING EXPLANATION 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 Holder. 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 NOTARY SIGNATURE**

State of \_\_\_\_\_ County of \_\_\_\_\_

I certify that I am the owner of the above-referenced 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 Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

Sworn to and subscribed before me, a Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Signature \_\_\_\_\_ My commission expires \_\_\_\_\_

