



A Division of Equity Trust Company

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 Valuation Form* for secured notes.



SUBMISSION OPTIONS

BY FAX

254-751-0872

OVERNIGHT

Sterling Trust
1101 Wooded Acres
Suite 120
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
1101 Wooded Acres
Suite 120
Waco, TX 76710

For assistance, please contact a Client Service Representative at:

Phone:

800-955-3434 (Option 2)
254-751-1505 (Option 2)

Fax:

254-751-0872

Website:

www.SterlingTrustCompany.com

Or e-mail questions to:

IRAServices@SterlingTrustCompany.com

DO NOT FAX OR MAIL THIS COVER PAGE



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

1 ACCOUNT HOLDER INFORMATION

ACCOUNT HOLDER NAME ACCOUNT NUMBER
EMAIL ADDRESS

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 asset will be distributed with a value of \$1.00.

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.

Table with 2 columns: Date, Description of effort to collect, result of effort and supporting information. Rows 1-4.

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 _____

