

**INSTRUCTIONS FOR PROOF OF CLAIM FORM**

*The instructions and definitions below are general explanations. In certain circumstances, exceptions to these general rules may apply.*

**Items to be completed in Proof of Claim form**

**Name of Assignor and Assignee:**

Fill in the assignor's and assignee's full name as outlined on the Notice of Assignment. If the creditor received a notice of assignment from the assignee, all of this information is contained in the first paragraph of the notice.

**Creditor's Name and Address:**

Fill in the name of the person or entity asserting a claim and the name and address of the person who should receive notices issued during the assignment. Provide contact information, tax I.D. or social security number, and attach a form W9 to avoid delays of possible distributions. **Provide an email address to receive automatic email confirmation of your claim when received.** The creditor has a continuing obligation to keep the assignee informed of its current address.

**Additional Information:**

Check the box(es) and follow the instructions if the notice address is incorrect or if an existing claim is being amended.

**1. Basis for Claim:**

State the type of debt or interest and how it was incurred. Examples include goods sold, money loaned, services performed, equipment leased, or wages. If a court judgment has been obtained, please indicate the date the judgment was obtained. If the claim is based on delivering health care goods or services, limit the disclosure of the goods or services so as to avoid the disclosure of confidential health care information. You may be required to provide additional disclosure if there is an objection to the claim.

**2. Provide amount of claim as of assignment date:**

State the total amount owed to the creditor on the date of the assignment. See Definitions for category of claim(s). Include the date on which such debt was incurred. If appropriate complete items 3, 4, or 5.

**3. Additional Information On Secured Claim:**

Skip this section if the claim is not secured (see Definitions). Describe the basis for the secured nature (UCC filing, judgement, et al), attach copies of lien documentation, and state the annual interest rate (and whether it is fixed or variable), and the amount past due on the claim.

**4. Additional Information On Priority Claim:**

Skip this section if the claim is not Priority. State the amount entitled to priority (see Definitions). A claim may be partly priority and partly non-priority. For example, in certain categories, the law limits the amount entitled to priority.

**5. Equity Interest:**

Skip this section if the claim is not Equity (see Definitions). Provide the details for any equity investment made in the assignor, including number of shares and consideration remitted for each share. To the extent the equity was issued on a preferred basis, provide documentation detailing additional rights of stock purchased, including dividend rights, liquidation preferences or distribution multiples.

**6. Documents:**

Attach copies of any documents that show the debt exists and/or a lien secures the debt. You must also attach copies of documents that evidence perfection of any security interest. You may also attach a summary in addition to the documents themselves. If the claim is based on delivering health care goods or services, limit disclosing confidential health care information. **Do not send original documents, as attachments may be destroyed after scanning.**

**7. Date and Signature:**

The individual completing this proof of claim must sign and date it. If this form is being completed on a computer, a digital signature is acceptable. If you sign this form, you declare under penalty of perjury that the information provided is true and correct to the best of your knowledge, information, and reasonable belief. If your name is on the signature line, you are responsible for the declaration. Print the name and title, if any, of the creditor or other person authorized to file this claim. State the filer's address and telephone number if it differs from the address given on the top of the form for purposes of receiving notices. If the claim is filed by an authorized agent, attach a complete copy of any power of attorney, and provide both the name of the individual filing the claim and the name of the agent. If the authorized agent is a servicer, identify the corporate servicer as the company.

**DEFINITIONS**

**Assignment**

An assignment for the benefit of creditors is an insolvency action taken under state law, whereby the insolvent entity ("Assignor") transfers legal and equitable title, as well as custody and control, of all of its property, to a third party ("Assignee") in trust, to apply the proceeds of sale to the Assignor's creditors in accord with priorities established by law.

**Assignee**

Assignee is the person or special purpose entity that has been appointed by the assignor.

**Assignor**

Assignor is the corporation, or other entity that has undertaken the assignment.

**Filing Deadline**

The Filing Deadline, or Bar Date, is the date established in the assignment notice by which all claims must be submitted to be eligible for any distribution.

**Creditor**

A creditor is a person, corporation, or other entity to whom assignor owes a debt that was incurred prior to the date of the assignment.

**Claim**

A claim is the creditor's right to assert a claim for a debt owed by the assignor as of the date of the assignment. A claim may be secured, unsecured or for equity.

**Proof of Claim**

A proof of claim is a form used by the creditor to indicate the amount of the debt owed by the assignor on the date of the assignment. The creditor must file the form with the assignee prior to claims deadline (the "Bar Date")

**Secured Claim**

A secured claim is one backed by a lien on property of the assignor. The claim is secured so long as the creditor has the right to be paid from the property prior to other creditors. The amount of the secured claim cannot exceed the value of the property. Any amount owed to the creditor in excess of the value of the property is an unsecured claim. Examples of liens on property include a mortgage on real estate or a security interest in a car. A lien may be voluntarily granted by a assignor or may be obtained through a court proceeding. In some states, a court judgment is a lien. A claim also may be secured if the creditor owes the assignor money (has a right to setoff).

**Unsecured Claim**

An unsecured claim is one that does not meet the requirements of a secured claim. A claim may be partly unsecured if the amount of the claim exceeds the value of the property on which the creditor has a lien.

**Claim Entitled to Priority**

Priority claims are certain categories of unsecured claims that are paid from the available money or property in an assignment before other unsecured claims. Certain wage and tax claims may be considered priority claims.

**Evidence of Perfection**

Evidence of perfection may include a mortgage, lien, certificate of title, financing statement, or other document showing that the lien has been filed or recorded in the public domain.