

## PROOF OF CLAIMS INSTRUCTION PAGE

Insert name of claimant and claimant's social security or taxpayer identification number, together with claimant's address and telephone number in first two boxes of proof of claim form.

Insert the account or other number by which you identify your claim, such as customer number.

If the claim either replaces or amends a previously filed claim, please mark the appropriate box and indicate the date the original claim was filed.

In Box 1, check the box that most correctly describes the basis for your claim against the estate.

In Box 2, check the box that most correctly describes the status of your claim, for instance, is the claim matured (due and payable), unmatured (not yet due and payable), disputed (subject to disagreement) or contingent (claim does not arise until some future event or date).

In Box 3, insert the date the debt was incurred.

In Box 4, if the claim is based on a state court judgment, insert the date the judgment was obtained.

In Box 5, check the box that best describes your claim and insert the amount of the claim.

In Box, 6, if you claim you are entitled to priority (for instance, for wages earned, but not paid, during the ninety days prior to the date of the general assignment) check the box, insert the amount of the claim and state the basis for priority.

Attach copies of all documents supporting the claim unless the documents are too voluminous, in which case you can attach a summary and state the documents will be provided upon request.

Attach a written statement detailing the basis of the claim, with calculations showing how the total amount of the claim was derived.

In Box 10, insert the total amount of the claim on the appropriate line and check the box if the claim includes interest or other charges in addition to the principal amount of the claim, in which case an itemized statement of all charges should be attached.

Date and sign the claim declaring, under penalty of perjury, that the information provided and attached to the claim is true and correct.