

# THE EQUITY TRUST COMPANY

# UNCOLLECTIBLE UNSECURED

# NOTE FORM

## WHEN TO USE THIS FORM



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)

Note: Use *Fair Market Value Form* for secured notes.

## GENERAL INFORMATION



- All sections should be answered completely.
- 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 efforts taken.
- An asset removed from inventory will be distributed with a value of \$1.00.

## CONTACT INFORMATION



### PHYSICAL ADDRESS:

Equity Trust Company  
225 Burns Road  
Elyria, OH 44035

### PHONE NUMBER:

(440) 323-5491

### WEBSITE:

[www.trustetc.com](http://www.trustetc.com)

For assistance, please  
contact a member of your  
First Class Service Team at:

**TOLL FREE:**  
(877) 693-8208

Or e-mail questions to:

**E-MAIL:**  
[help@trustetc.com](mailto:help@trustetc.com)

## SUBMISSION OPTIONS



**BY FAX:**  
(440) 366-3755

**REGULAR MAIL:**  
Equity Trust Company  
P.O. Box 1319  
Elyria, OH 44036

**BY E-MAIL:**  
[help@trustetc.com](mailto:help@trustetc.com)

**OVERNIGHT MAIL:**  
Equity Trust Company  
225 Burns Road  
Elyria, OH 44035

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