

INSTRUCTIONS FOR COMPLETING PROOF OF CLAIM FORM  
AGAINST  
**NATIONAL FOUNDATION OF AMERICA**

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**Attention Annuity Refund Creditors: Information regarding holders of  
“Installment Sale Agreement” with National Foundation of America (NFOA)**

All **known** contract holders with NFOA will receive from the Liquidator no later than November 1, 2007 a “Notice of Annuity Refund Claim Against NFOA”. This Notice will contain the Liquidator’s Determination of the amount and priority of any annuity refund claim that you hold against NFOA.

If you receive a Notice of Annuity Refund Claim Against NFOA, you do not need to file a Proof of Claim ***UNLESS YOU DISAGREE*** with the Liquidator’s Determination regarding your Claim.

**HOWEVER**

**IF,**

- you have a written Installment Sale Agreement with NFOA, **and**
- you do not receive a “Notice of Annuity Refund Claim Against NFOA,” **and**
- assets were transferred to NFOA on your behalf by either a third party or yourself,

**THEN** you must file a Proof of Claim by the claims filing deadline shown below.

The following documents must be filed with your Proof of Claim,

- copy of the NFOA Installment Sale Agreement,
- copy of any document indicating the dollar value of the asset(s) transferred to NFOA,
- copy of any written communication with NFOA,
- copy of any written communications with your sales agent on this transaction,
- copy of any other information received by you from any party regarding this transaction.

**CLAIMS FILING DEADLINE**

**All Proofs of Claims must be received no later than December 3, 2007, 4:30 PM CST  
at either of the addresses listed on the front of the Proof of Claim.  
Please retain a copy of all documents submitted for your records.**

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**Attention All Other Creditors**

- Step 1 Determine if you were properly paid for any goods or services provided by you to NFOA.
- Step 2 Complete and submit the attached Proof of Claim form so it is received no later than December 3, 2007 at 4:30 PM CST at either of the addresses listed on the front of the Proof of Claim.
- Step 3 Your invoices that have been paid correctly should not be submitted in the Proof of Claim process. To aid in the processing of these Proofs of Claim, you should submit a detailed explanation as to why you believe the invoice(s) were not paid correctly.

**CLAIMS FILING DEADLINE**

**All Proofs of Claims must be received no later than December 3, 2007, 4:30 PM CST  
at either of the addresses listed on the front of the Proof of Claim.**

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**See back of page for further instructions**

Item	Specific Instructions for Proof of Claim
1	State party to whom payment should be made.
2	Provide address to which payment should be made. If this address changes after submission of the Proof of Claim, a revised Proof of Claim must be submitted, indicating the change.
3	State claimant's telephone number where they can be reached from 8am-5pm CST, Monday through Friday. Telephone numbers should reach persons familiar with the filing of the Proof of Claim.
4	Provide email address where Liquidation may communicate with claimant. If claimant does not have access to email, then list a fax number.
5	Provide Federal Tax Identification number of party listed in Item #1.
6	<b>If the Party listed in Item 1 is a holder of a NFOA Installment Sale Agreement</b> check the box Installment Sale Agreement and check the box(es) for the type of asset(s) transferred. Also, include the dollar value of the asset(s) transferred. <b>If any other type of creditor</b> , check the box "General creditor".
7	Explain in detail why you are filing the Proof of Claim.
8	<b>Print</b> the name of the person executing the claim on behalf of the claimant.
9	<b>Sign</b> the Proof of Claim.
10	Have the Proof of Claim <b>notarized</b> .
	<b>Submit the completed Proof of Claim to an address listed below. The Proof of Claim must received no later than 4:30 PM CST on December 3, 2007.</b>

**PROOF OF CLAIM DOCUMENTATION AND W-9 FORM MUST BE ATTACHED TO THIS PROOF OF CLAIM.** Proof of Claims will not be processed without documentation and a W-9 form.

**Appropriate General Creditor claim documentation includes copy of original invoice, purchase order or contract.**

**For general creditors, if additional claims are identified after the filing of your Proof of Claim, you may submit additional Proof of Claim forms. However, each Proof of Claim must have attached a separate W-9 form and claim documentation, and **MUST NOT** include duplicate claims submitted with a previous Proof of Claim. Additional filings of Proofs of Claim are subject to the claims filing deadline.**

**THE CHANCERY COURT OF DAVIDSON COUNTY, TENNESSEE**  
**HAS ESTABLISHED A DEADLINE THAT ALL PROOF OF CLAIM FORMS**  
**MUST BE RECEIVED NO LATER THAN**  
**December 3, 2007 at 4:30 p.m. CST at either of the following**

NFOA in Liquidation  
PO Box 281108  
Nashville, Tennessee 37228

OR

NFOA in Liquidation  
240 Great Circle Road, Suite 326  
Nashville, Tennessee 37228

- Inquiries concerning status of liquidation may be directed by
- mail to either of the addresses shown above or
  - email to [questions@nfoaliquidation.com](mailto:questions@nfoaliquidation.com) or
  - calling (615) 277-0700

Additional information can be obtained on the Internet at  
[www.nfoaliquidation.com](http://www.nfoaliquidation.com)