

**DO NOT FILE A PROOF OF CLAIM FOR YOUR CLAIM IF:**

- **You have already filed a Proof of Claim for your claim;**
- **Your claim is contingent or protective; or**
- **Your claim has not ripened into a legal cause of action prior to September 28, 2015.**

**Note: If your claim ripens into a legal cause of action with 30 days prior to September 28, 2015, you may file a Proof of Claim within 30 days the legal cause of action was commenced.**

**INSTRUCTIONS FOR COMPLETING PROOF OF CLAIM FORM**

This proof of claim form must be completed and returned. **Failure to return the completed form will result in the denial of your claim.** Please fill in all of the applicable blanks. Attach additional sheets as required. In the event you do not know certain information, please write "unknown". You may supplement your claim later when you have more information, provided you do so promptly after you obtain the information. Please print legibly in ink or type. The form may be duplicated. You are advised to keep a completed copy for your records. The following is some specific additional instruction for certain types of claims. For more information on these types of claims, please refer to the enclosed booklet.

1. If your claim is regarding a CIC **BOND**, please complete as much of this form as possible and submit along with any supporting documentation. If additional documentation is required, you will be contacted.
2. If your claim is that of a **GENERAL CREDITOR**, please complete Section II, sign where indicated and attach supporting documentation such as all outstanding invoices.
3. If your claim is for the **AGENT BALANCES**, please complete Section II, sign where indicated and attach a complete accounting by policy/contract supporting your claim.
4. If you have **ANY OTHER** type of claim, describe your claim, i.e. stockholder, employee, taxes, license fees, assessments, etc. Please attach documentation supporting your claim.

The right (but not the obligation) to request additional supporting information is retained by the Liquidator. The failure to promptly provide such additional information may result in the denial of your claim.

The proof of claim form must be signed by the claimant, and must contain the claimant's current address and zip code. No claim can be considered for payment without a social security number or tax identification number. Where applicable, the name and address as well as the telephone number of the claimant's attorney, if any, must be shown. **YOU MUST FILE A SEPARATE PROOF OF CLAIM FORM FOR EACH CLAIM YOU MAKE.** IF YOU HAVE MORE THAN ONE CLAIM, YOU MAY MAKE COPIES OF THE ENCLOSED FORM, or go to Insurance Department's website, [www.insurance.pa.gov](http://www.insurance.pa.gov),

or call (717) 787-7823 for additional proof of claim forms. The following address should be used only to submit proof of claim forms and supporting documentation:

Statutory Liquidator for CIC.

Capitol Associates Building

901 N. 7<sup>th</sup> Street

Harrisburg, PA 17102

Phone: (717) 787-7823

**NOTE: This form must be received no later than September 28, 2015 at 5:00 p.m. EST, pursuant to the Court Order approving the Liquidator's Application to Establish a Claims Bar Date. You may obtain a copy of the Court Order at:**

**[http://www.portal.state.pa.us/portal/server.pt/community/offices\\_organizational\\_charts/9304/commonwealth\\_insurance\\_company/1745229](http://www.portal.state.pa.us/portal/server.pt/community/offices_organizational_charts/9304/commonwealth_insurance_company/1745229) or by writing Commonwealth at the above noted address.**

#### **CHANGE OF ADDRESS**

**You are required by Article V of the Insurance Department Act to notify the Statutory Liquidator of your change of address. If you fail to do so you may jeopardize your chance of recovery from this estate.**

#### **INFORMATION REGARDING CLAIMS AGAINST THE ESTATE OF COMMONWEALTH INSURANCE COMPANY (CIC)**

After all claims against this company are evaluated by the Statutory Liquidator and approved by the Court, approved claims will be paid by priority level based on available funds in accordance with 40 P.S. Section 221.1 et seq. The amount of the payment will depend on the assets available. The amount to be paid on an individual claim, if any, will not be known until all claims are evaluated. In any event, payment will not be made for several years.

The Statutory Liquidator's receipt of this proof of claim form does not constitute any waiver or relinquishment by the Statutory Liquidator of any defense, setoff, or counterclaim that may exist against any person, entity or governmental agency, regarding any action pursued by the Statutory Liquidator of CIC on behalf of CIC claimants, bondholders and creditors.