

Legal Note: The Documents here are provided for your information and that of your immediate family only. You are not permitted to copy any document provided to you. Each of these Documents provided are intended as general assistance in simple legal matters only. No document is intended to be used for any item, transaction, or other matter, where the total value of the item, transaction or matter is worth more than \$ 5,000.00. You are not authorized to use any document for any transaction which is in excess of \$ 5,000.00 in value or is not a simple matter. As a guideline to the meaning of simple, consider the following: if you can complete the document without any questions, it is likely a simple matter. However, if you need to ask any questions, you should consult with your Plan attorney. Do not speculate about completion of the blanks in this matter.

The information provided in the documents, and the instructions provided with each document are not intended to constitute legal advice. These documents are intended to assist consumers in protecting themselves in certain simple transactions, without incurring expensive attorneys fees. If you need legal advice, Plan Attorneys will be happy to provide a free legal consultation, at no cost, to you as a Plan member. Understand that if you contact a Plan Attorney, he/she may not advise you as to how to complete your documents. They may only be retained to prepare documents for you which they deem to be proper in your situation.

Certain documents can be completed with either a pen or a typewriter, unless indicated otherwise in the specific instructions. **You should not make changes or alterations to any documents, once you have completed the document.** You must complete a new document fully, even if you wish to make any changes, even a small change. If you make any changes to a document, you cannot be sure that the change conforms to legal requirements. For example, changes to a will, in some circumstances, may void the entire will, even if you intended to make the changes. Thus, it is a safer practice to make a new document, if you intend to make any changes.

If there are blanks which are not used or which contain no information, place an X, or a line through the blank. This ensures that no person can make unauthorized modifications to a document, by simply completing the blanks, and changing the entire crux of the document.

Certain documents may require a notary. Notaries are certified by each state, and can only operate in the states in which they are licensed to operate. An invalid notary may invalidate your document. Notaries serve the purpose of verifying that the signature of the person signing the document, is in fact, the person claiming to have signed the document. Certain institutions require a notary, even when state law does not. Be sure to check with the parties with whom you are dealing to see if they will require a notary. Banks often require notaries.

If you believe that you must record a document, you should consult with a Plan Attorney. No document provided here is intended for recording, and any such document must be prepared by a Plan Attorney. We have not included certain documents, despite repeated requests, because these documents require the skill and expertise of an attorney. These include trusts, deeds, Mortgages, Escrow Agreements and other documents. Always consult a Plan Attorney before drafting one of these documents on your own.

Instructions for Affidavit

The form has blank spaces with a number under each space. Before filling in any of the blanks, make several photocopies of the form. Use one copy as a work copy, one or more as originals, and the rest for future work copies or originals. Fill out the work copy first and be sure it is correct, then type or print in the blanks on your original(s).

The following numbered instructions match the numbers under the blanks in the form:

- (1) Enter the name of the state where you sign the affidavit, which should be the same state where the notary public is authorized to administer oaths.
- (2) Enter the name of the county where you sign the affidavit.
- (3) Enter your full name.
- (4) Enter your residence address.
- (5) Enter in numbered paragraphs the facts that you swear are true. Include an explanation of why you are making the affidavit.
- (6) Enter the address where you sign the affidavit, including the state and county.
- (7) Enter the date you sign the affidavit.
- (8) Before you sign the affidavit, the notary public should ask you to raise your right hand. The notary public should ask you whether you solemnly swear upon your oath under penalty of perjury that you are the affiant referred to in the affidavit, that the facts in the affidavit are true and made of your own free will, and that you are making the affidavit for the purposes explained in the affidavit. After answering these questions, you should sign your full name on this line.

The following items should be completed by a notary public:

- (9) Enter the name of the notary public.
- (10) Enter the date the affiant signs the affidavit.
- (11) Enter the affiant's name.
- (12,13,14) Enter the day, month and year the affidavit is signed.
- (15) The notary public should sign his or her full name here.
- (16) Enter the date the notary public's commission expires.
- (17) The notary public should affix his or her seal to the affidavit.

After you and the notary sign the affidavit, you should keep the original affidavit. You may want to sign more than one original affidavit. The reason for this is that you may need to give an original affidavit to a certain institution or person. Having more than one original allows you to do this and still have original affidavits to provide to other people or institutions.

Affidavit

STATE OF _____ ,

(1)

COUNTY OF _____ ,

(2)

I, _____ ,

(3)

whose residence address is _____

(4)

_____ ,
being first duly sworn, and competent to make this affidavit, upon my oath do solemnly swear the following is true and correct:

(5)

Signed at _____ ,

(6)

_____ ,
on _____ .

(7)

_____ ,
Affiant

(8)

I, _____,

(9)

a resident of and notary public in and for the state and county named above, duly commissioned and sworn and legally authorized to administer oaths and affirmations, hereby certify that on

_____,

(10)

(11)

who is known to me personally to be the affiant in the above affidavit, appeared before me and, after being first duly sworn by me, swore on his or her oath to the truth of the facts in the above affidavit, and signed and acknowledged the affidavit in my presence, of his or her own free will, and for the purposes explained in the affidavit.

Subscribed and sworn to before me this _____ day of _____,

_____.

(12)

(13)

(14)

Notary Public

(15)

(SEAL)

My Commission Expires: _____

(17)

(16)