

United States Bankruptcy Courts
National Creditor Registration Service (NCRS)

CREDITOR REGISTRATION OF PREFERRED ADDRESS

Name of Subscriber: _____

- All United States Bankruptcy Courts**
OR
 Specific Districts Only. District(s) of: _____

The courts referred to above are requested to transmit bankruptcy notices through the Bankruptcy Noticing Center (BNC) to the creditor's preferred mailing address specified on page 2 of this form. This form is submitted pursuant to 11 U.S.C. § 342(f) and Federal Rule of Bankruptcy Procedure 2002(g)(4). The transmittal of notices through the BNC to such preferred addresses is provided through the Federal Judiciary's NCRS. This form is provided by the U.S. Bankruptcy Courts and may not be altered or changed in any manner.

How the NCRS Program Works:

Entities that complete and return this form to the BNC will have notices sent from all bankruptcy courts, or from the individual bankruptcy courts specified, redirected to a preferred mailing address for cases filed under all chapters of the Bankruptcy Code, effective within 30 days after receipt by the BNC.

Software will attempt to match the names and addresses provided on this form to the name and address included in the mailing list. In most cases, the addresses in the court's mailing list are provided by the debtor. If a match is made, the notice will be redirected to the preferred name and address specified in this form. If the recipient name and address in the court's mailing list do not match any combination of names and addresses specified in this form, the BNC will mail the notice to the address provided in the mailing list. **The creditor must notify the BNC should there be a change to the preferred address and/or matching names and addresses specified by this form.**

***** The BNC does not process all of the notices that you may receive in a case. Notices generated by trustees, attorneys, debtors and other entities may continue to be mailed to the address of record filed by the debtor. *****

In Case of Error: Contact the NCRS toll-free help line at 1-877-837-3424 to resolve any address issues.

CREDITOR REGISTRATION OF PREFERRED ADDRESS – (CONTINUED)

1. CONTACT INFORMATION			
Name			
Entity Name			
Address Line 1			
Address Line 2			
Address Line 3			
Address Line 4			
City, State, Zip Code			
Phone No.		Fax No.	
Email			
2. PREFERRED ADDRESS INFORMATION			
Entity or Individual Name			
Preferred Address Line 1			
Preferred Address Line 2			
Preferred Address Line 3			
Preferred Address Line 4			
City, State Zip			
3. NAME AND ADDRESS VARIATIONS - Provide name and addresses EXACTLY as they appear on notices you currently receive from the bankruptcy courts. The following information will only be used by the BNC to determine when a notice should be readdressed to the preferred name and address identified in section 2 above. Attach additional sheets if needed.			
Names to be substituted with Preferred Address Information:			
Addresses to be substituted with Preferred Address Information:			

4. AUTHORIZATION**To be completed if creditor is a public or private entity:**

I, the undersigned, am a representative of the above named entity, and I am authorized to enter into this agreement on behalf of the named entity. Bankruptcy notices for the above named entity, and any attached entity names (spelling variations) and addresses, should be directed to the named entity. The information submitted on this form is true and correct. I understand that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or from future amendments to the information.

Name of Representative
(printed):

Signature:

Job Title:

Entity Name

Date:

To be completed if creditor is an individual:

Bankruptcy notices for my name and addresses provided above, and any attached spelling variations, should be directed to my address above. The information submitted on this form is true and correct. I understand that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or for future amendments to the information.

Name (printed):

Signature:

Date:

E-mail, mail, or fax the signed form to the BNC at:

BAE SYSTEMS - Attention BNC Dept.
2525 Network Place
Herndon, VA 20171-3514
E-mail: ebn@baesystems.com
Fax: (703) 563-7508

For additional information, go to the NCRS program webpage at NCRS.uscourts.gov or call the toll-free NCRS help line at 1-877-837-3424.