



# CITY OF PHILADELPHIA

SINKING FUND COMMISSION  
1401 John F. Kennedy Blvd  
Room 640 Municipal Services Bldg  
Philadelphia, PA 19102-1681  
(215) 686-2307  
FAX (215) 686-3815

## Unpresented Bond Procedures

The Sinking Fund Commission of the City of Philadelphia has taken on the task of redeeming bonds held by bondholders that a) have matured or been called, or b) are lost, stolen or destroyed (with certain exceptions). This includes bonds issued by the following entities:

City of Philadelphia General Obligations  
Philadelphia Gas Works  
Philadelphia Water Department  
Philadelphia International Airport  
Philadelphia Municipal Authority

These procedures are to assist you in replacing or redeeming your bonds. Please read them carefully and contact the Executive Director as noted below to assist you in this process.

### Matured and Called Bonds

If you are holding bonds that have already matured or been called prior to maturity, you should contact the Executive Director of the Sinking Fund Commission to discover if the funds are held by the City or by the trustee of the bond issue. You should send the bonds to the appropriate party via traceable mail or delivery service for redemption.

The contact information for the Executive Director is:

Mr. Charles C. Jones  
Executive Director,  
Sinking Fund Commission  
1401 John F. Kennedy Boulevard  
Room 640, MSB  
Philadelphia, PA 19102  
Email: [Charles.Jones@Phila.gov](mailto:Charles.Jones@Phila.gov)  
Phone: 215-686-2307  
Fax: 215-686-3815



If the trustee is holding the funds for your bonds, the Executive Director will tell you where to send the bonds to redeem them.

When sending bonds to the Executive Director or to the trustee, keep a copy of the bonds for yourself and send the originals via a traceable delivery method.

#### Lost, Stolen or Destroyed Bonds

If you lose your bonds, or they are stolen or destroyed and they are still outstanding, that is they have not yet matured or been called, you should contact the trustee and follow their procedures to have your bonds replaced.

If your bonds are no longer outstanding, that is they have matured or been called, and they are lost, stolen or destroyed you should complete the form below to have your bonds redeemed by the City of Philadelphia.:

At a minimum, you need to take the following steps to replace and redeem your bonds:

1. complete the attached Lost Bond Redemption Request Form and Affidavit of Loss, have them notarized, and provide them to the City;
2. supply any documentation you possess that would support your claim of ownership;
3. provide a form of identification, preferably issued by a state or federal entity; and,
4. purchase and provide to the City a Bond of Indemnity for the value of the bonds and interest from a reputable insurance or surety company rated A-VII or better by A. M. Best & Company. The Bond of Indemnity protects the city in the event that a customer finds and presents the original bond that has already been replaced and/or redeemed through the lost bond process. The bond must be an open penalty indemnity bond and must indemnify the City of Philadelphia.

Replacing a lost security and redeeming it is a long process and we request your patience. We appreciate that you had faith in the City of Philadelphia and chose to invest in it. Our goal is to make this replacement process as simple and quick as possible.



**City of Philadelphia  
Lost Bond Redemption Request Form**

**Instructions**

1. This form is to be completed if a bond issued by one of the entities listed below has been lost, stolen or destroyed and has matured or been called prior to maturity. This includes bonds issued by the City of Philadelphia (General Obligation bonds); the Philadelphia Water Department; the Philadelphia Gas Works; the Philadelphia International Airport and the Philadelphia Municipal Authority.
2. Print a copy of this form
3. Complete all information
4. Fax the completed copy of this form along with any supporting documents and identification to 215-686-3815 or email them to [charles.jones@phila.gov](mailto:charles.jones@phila.gov)
5. Provide to the City a Bond of Indemnity as described above.

**Applicant's Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

County: \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Social Security Number  
Or Tax ID Number \_\_\_\_\_

If Applicable:  
State of Inc: \_\_\_\_\_

Officer Name: \_\_\_\_\_

Officer Title: \_\_\_\_\_

Email address: \_\_\_\_\_



## Affidavit of Loss

Description of lost instrument: (Please provide any documentation you may have to support your claim of ownership)

---

---

---

---

---

---

CUSIP (if available): \_\_\_\_\_

If registered, in whose name: \_\_\_\_\_

Was the bond issued in bearer form? \_\_\_\_\_

Date bond was acquired: \_\_\_\_\_

Date bond was lost: \_\_\_\_\_

How was the bond lost, stolen or destroyed?

---

---

---

---

---

Has the lost bond been endorsed, transferred, hypothecated or pledged? \_\_\_\_\_



Has any assignment of Power of Attorney been executed that would enable any other person to transfer this bond? \_\_\_\_\_

Has a "stop loss" notice been given? \_\_\_\_\_

If Yes, when and to whom was notice given: \_\_\_\_\_

Is the bond negotiable? \_\_\_\_\_

I certify that all the answers given above are true and correct to the best of my knowledge.

---

Signed

Date

---

Print Name

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the subscriber, a Notary Public of the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ and who proved to me on the basis of satisfactory evidence to be the person(s) whose name is subscribed to the within instrument and acknowledged that he/she executed the same in his/her capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of \_\_\_\_\_ that the foregoing paragraph is true and correct.

---

Notary Public

My commission expires \_\_\_\_\_

Seal