

# Instructions for **Request for Payment of Administrative Expense**

These instructions and definitions generally explain the law. You should consider obtaining the advice of an attorney, especially if you are unfamiliar with the bankruptcy process and privacy regulations.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

## PLEASE SEND COMPLETED REQUEST(S) FOR PAYMENT OF ADMINISTRATIVE EXPENSE TO:

FTD Companies, Inc., Claims Processing  
c/o Omni Management Group  
5955 DeSoto Ave., Suite 100  
Woodland Hills, CA 91367

## How to fill out this form

- Fill in all of the information about the claim as of June 3, 2019, the date the case was filed.
- Fill in the caption at the top of the form.
- If the claim has been acquired from someone else, then state the identity of the last party who owned the claim or was the holder of the claim and who transferred it to you before the initial claim was filed.
- Attach any supporting documents to this form. Attach redacted copies of any documents that show that the debt exists, a lien secures the debt, or both. (See the definition of *redaction of information* on the next page.) Also attach redacted copies of any documents that show perfection of any security interest or any assignments or transfers of the debt. In addition to the documents, a summary may be added. Federal Rule of Bankruptcy Procedure (called “Bankruptcy Rule”) 3001(c) and (d).
- Do not attach original documents because attachments may be destroyed after scanning.
- If the claim is based on delivering health care goods or services, do not disclose confidential health care information. Leave out or redact confidential information both in the claim and in the attached documents.

- A Request for Payment of Administrative Expense form and any attached documents must show only the last 4 digits of any social security number, individual's tax identification number, or financial account number, and only the year of any person's date of birth. See Bankruptcy Rule 9037.
- For a minor child, fill in only the child's initials and the full name and address of the child's parent or guardian. For example, write *A.B., a minor child (John Doe, parent, 123 Main St., City, State)*. See Bankruptcy Rule 9037.

## Confirmation that the request for payment has been filed

To receive confirmation that the request for payment has been filed, enclose a self-addressed postage prepaid return envelope and a copy of this form.

## Understand the terms used in this form

**Administrative expense:** Generally, an expense that arises after a bankruptcy case is filed in connection with operating, liquidating, or distributing the bankruptcy estate. 11 U.S.C. § 503.

**Claimant:** A person, corporation, or other entity with (a) any right to payment, whether or not such right is reduced to judgment, liquidated, unliquidated, fixed, contingent, matured, unmatured, disputed, undisputed, legal, equitable, secured, or unsecured; or (b) any right to an equitable remedy for breach of performance if such breach gives rise to a right to payment, whether or not such right to an equitable remedy is reduced to judgment, fixed, contingent, matured, unmatured, disputed, undisputed, secured, or unsecured. 11 U.S.C. § 101 (5).

**Debtor:** A person, corporation, or other entity who is in bankruptcy. Use the debtor's name as shown in the bankruptcy notice you received. 11 U.S.C. § 101 (13). Any entity asserting claims against multiple debtors must file a separate form with respect to each debtor. In addition, any entity filing a claim must identify on its form the particular debtor against which the entity asserts its claim. Any claim filed under the joint administration case number, FTD Companies, Inc., Case No. 19-11240 (LSS), or that otherwise fails to identify a debtor shall be deemed as filed only against debtor FTD Companies, Inc. If an entity lists more than one debtor on any one form, the relevant claims will be treated as filed only against the first listed debtor.

**Redaction of information:** Masking, editing out, or deleting certain information to protect privacy. Filers must redact or leave out information entitled to **privacy** on the Request for Payment of Administrative Expense form and any attached documents.

## Offers to purchase a claim

Certain entities purchase claims for an amount that is less than the face value of the claims. These entities may contact claimants offering to purchase their claims. Some written communications from these entities may easily be confused with official court documentation or communications from the debtor. These entities do not represent the bankruptcy court, the bankruptcy trustee, or the debtor. A claimant has no obligation to sell its claim. However, if a claimant decides to sell its claim, any transfer of that claim is subject to Bankruptcy Rule 3001(e), any provisions of the Bankruptcy Code (11 U.S.C. § 101 et seq.) that apply, and any orders of the bankruptcy court that apply.

**Do not file these instructions with your form**