

Information for Filing a Proof of Claim in the Payless Bankruptcy matter

The bankruptcy court has set a **June 7th** deadline for the filing of claims in the Payless Bankruptcy case. More information, including a claim form, can be accessed at <https://cases.primeclerk.com/pss/EPOC-Index>. You can either fill out the claim form and mail back with an original signature or you can use the online filing that is available through the above link.

Attached is a partially filled out claim form for your reference. If you intend to fill out a copy of the form and mail it in, you can use the attached, after you fill in the blanks. If you are mailing your claim form, please be aware that it must be **RECEIVED** by the June 7th deadline.

Because the June 7th deadline is fast approaching, online submission is strongly recommended. Note that for online claim submission, you will be asked to respond to questions. The attached form will provide the standard information you need but you will not see this form if you file online.

Note that the “creditor” name is Payless ShoeSource, Inc. and the case number is 19-40882. You must name the correct creditor for your claim to be considered.

Detailed Information for Question 7 – Amount of Claim

You will need to calculate how much= money Payless owes you. The amounts you might be owed fall in the following categories:

1. Severance Pay. Full-time employees with at least one year of service with Payless at the time of termination are entitled to two-weeks of severance for each year of employment. Part-time employees with at least one year of service with Payless at the time of termination are entitled to one week of severance for each year of employment.
2. Vacation Pay. All employees are entitled to be paid for any accrued, unused vacation.
3. Health Insurance payment. All full-time employees who are covered on the date of termination by the Payless health insurance plan are entitled to continued payment of the Payless share of the premium for the same length of time as their severance period.

****NOTE**** If you have already received a partial payment of the above amounts from Payless, (see explanation below), you should deduct that from the amount you claim on your claim form.

Questions 12 and 13 – Priority and Administrative Claims

A portion of the severance and vacation amounts owed will be treated by the bankruptcy court as “administrative” amounts, which means they were earned after the bankruptcy case was filed (February 18). Another portion of those amounts will be treated by the bankruptcy court as “priority” amounts, which are amounts earned in the 180-days before the filing of the bankruptcy. **Payless intends to pay the administrative and priority portions of the owed benefits within a**

few weeks of your termination. As a result, for most of you, the correct response to questions asking if any part of your claim is entitled to priority or administrative treatment is “No.”

If you have not yet received your check for partial payment of amounts owed, you can answer “Yes” to those questions and then estimate how much of what’s owed to you might be attributable to work performed during the priority and administrative periods.

If you have any questions, please contact _____ at _____.