

**UNITED STATES BANKRUPTCY COURT FOR THE EASTERN  
DISTRICT OF VIRGINIA****PROOF OF ADMINISTRATIVE  
CLAIM**

Name of Debtor:

☐ Pier 1 Value Services, LLC (20-30804) ☐ Pier 1 Imports, Inc. (20-30805) ☐ Pier 1 Assets, Inc. (20-30806) ☐ Pier 1 Holdings, Inc. (20-30807)  
☐ Pier 1 Imports (U.S.), Inc. (20-30808) ☐ Pier 1 Licensing, Inc. (20-30809) ☐ Pier 1 Services Company (20-30810) ☐ PIR Trading, Inc. (20-30811)

NOTE: This form should only be used by claimants as specified in the Notice of the Administrative Expense Claims Bar Date. THIS FORM SHOULD NOT BE USED FOR CLAIMS EXCLUDED BY SAID NOTICE NOR SHOULD IT BE USED FOR ANY CLAIMS THAT ARE NOT OF A KIND AND ENTITLED TO PRIORITY IN ACCORDANCE WITH 11 U.S.C. §§ 503(b) AND 507(a)(2). IT SHOULD NOT BE USED BY ANY PERSON ASSERTING A CLAIM ARISING FROM THE PURCHASE OF A GIFT CARD OR SIMILAR INSTRUMENT PRIOR TO THE PETITION DATE OR CLAIMS PURSUANT TO SECTION 503(B)(9) OF THE BANKRUPTCY CODE.

Name and address of Creditor (The person or other entity to whom the debtor owes money or property):

☐ Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars.

☐ Check box if you have never received any notices from the bankruptcy court in this case.

☐ Check box if the address differs from the address on the envelope sent to you by the court.

Telephone No. of Creditor:

Creditor Tax ID #:

Account or other number by which  
Creditor identifies Debtor:Check here  
if this claim

☐ replaces  
☐ amends

a previously filed claim, dated: \_\_\_\_\_

prior claim number, if known: \_\_\_\_\_

**1. Basis for Claim**

- ☐ Goods sold  
☐ Services performed  
☐ Money loaned  
☐ Personal injury/wrongful death  
☐ Taxes  
☐ Other \_\_\_\_\_

- ☐ Retiree benefits as defined in 11 U.S.C. § 1114(a)  
☐ Wages, salaries and compensation (fill out below)  
Last four digits of SS #: \_\_\_\_\_  
Unpaid compensations for services performed  
from \_\_\_\_\_ to \_\_\_\_\_  
(date) (date)

**2. Date debt was incurred:****3. If court judgment, date obtained:****4. Total Amount of Administrative Claim: \$ \_\_\_\_\_**

☐ Check this box if your claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.

**5. Brief Description of Claim (attach any additional information):****6. Offsets, Credits and Setoffs**

- ☐ All payments made on this claim by the Debtor have been credited and deducted from the amount claimed hereon  
☐ This claim is not subject to any setoff or counterclaim  
☐ This claim is subject to any setoff or counterclaim as follows:

**7. Assignment:**

- ☐ If the claimant has obtained this claim by assignment, a copy is attached hereto.

**8. Supporting Documents:** *Attach copies of supporting documents. DO NOT SEND ORIGINAL DOCUMENTS.***9. Date-Stamped Copy:** To receive an acknowledgment of the filing of your claim, enclose a stamped, self-addressed envelope and copy of this proof of claim.

THIS SPACE IS FOR COURT USE ONLY

Check the appropriate box:

- ☐ I am the creditor.
- ☐ I am the creditor's authorized agent. (Attach copy of power of attorney, if any.)
- ☐ I am the trustee, or the debtor, or their authorized agent.  
(See Bankruptcy Rule 3004.)
- ☐ I am a guarantor, surety, endorser, or other codebtor.  
(See Bankruptcy Rule 3005.)

Sign and print the name and title, if any, of the creditor or other person authorized to file this claim (attach copy of power of attorney, if any):

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

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

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

Company: \_\_\_\_\_

Address and telephone number (if different from notice address above):  
\_\_\_\_\_  
\_\_\_\_\_

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

*Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.*