



Helpful Information to Provide When Placing Accounts

Consumer

Debtor Name

Balance Due

Address

Phone #'s (Home, Work, Cell)

Employer Name

Social Security #

Date of Birth

Copy of Bill/Invoice

Date of Service

List of Payments

Reason for non-payment

Attorney information (if debtor is represented by an attorney)

Copy of bad check (if applicable)

Copy of Judgment (if applicable)

Bolded information is necessary. Any of the other information is helpful to us in the process.