

**General Revenue Corporation** • 11501 Northlake Drive • Cincinnati, Ohio 45249-1643  
 513-469-1472 • 800-234-1472 • Fax 513-469-4311



Please provide as much information as possible.

Debtor's Name	(LAST)	(FIRST)	(MI)	Spouse name:		
Debtor's Address				S.S. #		
Mail Return <input type="checkbox"/>				-		
City/State/Zip	(CITY)	(STATE)	(ZIP)	Date of Birth / /		
Previous Address	(CITY)	(STATE)	(ZIP)	Current Phone No. - -		
Employment	Address	City	State	Zip	Phone	
Parent's Name	Address	City	State	Zip	Phone	
Reference (1)	Address	City	State	Zip	Phone	
Reference (2)	Address	City	State	Zip	Phone	
Reference (3)	Address	City	State	Zip	Phone	
Cosigner's Name	Address	City	State	Zip	Phone	
Cosigner's Employment	Address	City	State	Zip	Phone	

#### LOAN SUMMARY DATA

A) Original Principal Balance	\$ _____	L) Account No.	M) Interest Rate %
B) Current Principal Balance	\$ _____	N) Separation Date / /	O) Billing Cycle <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly P) <input type="checkbox"/> 1 <sup>st</sup> Referred <input type="checkbox"/> Legal <input type="checkbox"/> 2 <sup>nd</sup> Referred
C) Principal Past Due/Delinquent	\$ _____	Q) Minimum Payment \$ _____	R) Months Past Due
D) Interest Due	\$ _____	T) Date Last Paid / /	U) Amount Last Paid \$ _____
E) Late Charges/Fees	\$ _____	V) Cancellation on File? <input type="checkbox"/> Yes <input type="checkbox"/> No	
F) Institutional Coll. Cost (ICC)	\$ _____	W) Date Last Deferment / /	X) Previously Rehabilitated? <input type="checkbox"/> Yes <input type="checkbox"/> No
G) Amount Past Due (C+D+E+F)	\$ _____	Z) ACCOUNT TYPE	Y) 1 <sup>st</sup> Date of Delinquency / /
H) Amount Referred	\$ _____	<input type="checkbox"/> Perkins (NDSL) <input type="checkbox"/> Nursing <input type="checkbox"/> HPSL <input type="checkbox"/> Miscellaneous A/R	
I) (Balance=B+D+E+F) (Past Due=G)	\$ _____	<input type="checkbox"/> Institutional Loan <input type="checkbox"/> Tuition <input type="checkbox"/> NSF <input type="checkbox"/> Other	
J) Collection Cost: _____ % (Assessed to Debtor) <input type="checkbox"/> If Capped Note, please check this box <input type="checkbox"/> If using Federal Formula, please check this box <input type="checkbox"/> If using Straight Line Method, check this box		AA) MEDIA ATTACHED <input type="checkbox"/> Yes	
K) Cohort Default Account -- <input type="checkbox"/> If "Yes", please check Tracking Year - / to /		<input type="checkbox"/> Promissory Note <input type="checkbox"/> Application <input type="checkbox"/> Invoice <input type="checkbox"/> Account History <input type="checkbox"/> Exit Interview <input type="checkbox"/> Financial Aid Form <input type="checkbox"/> Correspondence <input type="checkbox"/> Other	
COMMENTS (Attach additional comments if necessary)			

Please attach copies of invoices, ledger cards, credit reports, D&B reports, promissory notes, correspondence or other helpful material to aid in the resolution of the account.

I certify the information provided for the account to be true and correct to the best of my knowledge and hereby authorize GRC to take whatever action is necessary to collect the account, including but not limited to, telephone calls, collection letters, skiptracing, asset development, pre-litigation reviews and recommendation for civil suits. Collection costs are added in accordance with State/Federal law and are reflected in the document creating the debt.

Client: \_\_\_\_\_ Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

## Placement Form Instructions

1. Complete as much of the form as possible and FAX to your Client Service Representative at 513-469-7311.
2. In order for account to be reported to credit bureaus, the First Date of Delinquency needs to be complete.
3. Definitions for Loan Summary Data
  - A. Original Principal Balance—Original amount borrower owed.
  - B. Current Principal Balance—Current remaining balance.
  - C. Principal Past Due/Delinquent—Amount of unpaid principal since First Date of Delinquency.
  - D. Interest Due—All accrued past-due and current interest.
  - E. Late Charges/Fees—Penalties and/or late fees accessed.
  - F. Institutional Coll. Cost (ICC)—Any costs incurred by the institution prior to placement with an agency that the institution wishes to pass on to the borrower (i.e. letter cost, phone cost, etc.). Please note that “Institutional Coll. Cost” refers to the cost that YOU (the institution) incurred to collect the debt. This is not GRC’s collection cost.
  - G. Amount Past Due—C + D + E + F = G.
  - H. Amount Referred—If you wish for GRC to attempt to collect the entire balance of the account, use the balance formula (B+D+E+F). Use only the past due portion of the account, then enter the answer from “G” above.
  - I. Balance—B+D+E+F; (Past Due= G)
  - J. Collection Cost
    - Perkins/NDSL—If provided for in the borrower’s promissory note, and notwithstanding any provisions of State law, the lender may require that the borrower or any endorser pay costs incurred by the lender or its agents in collecting installments not paid when due.
  - K. Cohort Default Account—Applicable only to Federal loan accounts. The tracking year corresponds to the year the borrower entered repayment.
  - L. Account Number—Number assigned to the account by institution.
  - M. Interest Rate—Loan interest rate of the account.
  - N. Separation Date—Date when the debtor left school.
  - O. Billing Cycle—Frequency of required payments established by the promissory note on the institution.
  - P. First or Second Referred—Is this the first or second time the account has been referred for collections.
  - Q. Minimum Payment—Minimum payment required by institution.
  - R. Months Past Due—The number of months an account is past due.
  - S. Next Due Date—Date when next payment is due on an account.
  - T. Date Last Paid—Date of last payment made on an account.
  - U. Amount Last Paid—Entire amount of last payment made on an account.
  - V. Cancellation on File—Did institution grant a cancellation for account?
  - W. Deferment Expiration Date—Expiration date of most recent deferment.
  - X. Previously Rehabilitated—Has the Perkins account been previously rehabilitated.
  - Y. First Date of Delinquency—The first day the account was considered delinquent or due by institution.
  - Z. Account Type—Type of loan or receivable institution is placing i.e., Perkins, GSL, Tuition, etc.
  - AA. Media Attached—Validates debt (helps Recovery Specialists collect debt by having proof that the debtor has a loan).