**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



# Fax

|  |  |  |  |
| --- | --- | --- | --- |
| To: | ${salutation}. ${firstname} ${firstname} | From: | ${username}, ext. 362 |
| Fax: |  | Pages: | 8 ( Including cover sheet ) |
| Phone: | (153) 057-31928 | Date: | August 20, 2021 |
| Re: | Collection Service Agreement | CC: |  |

 Urgent |  For Review |  Please Comment |  Please Reply |  Please Recycle

Dear ${salutation}. ${firstname},

Thank you for taking the time to speak with me about your past due accounts. Enclosed you will find the

following:

* Introductory letter
* Collection Service Agreement
* How To Submit Your Accounts

Please review the Collection Service Agreement; and, if everything is in order, initial the first two pages and execute the third page. You may then either e-mail or fax us a signed copy. Once we have received your signed agreement you will receive your username and password to log in to our website, as well as how to submit your accounts online. Please refer to “How to submit your accounts” page for further instructions.

If you have any questions, please call me at (877) 367-1737, my direct extension is 362.

Sincerely,

## ${username}

**Account Manager**

Phone: (877) 367-1737 ext. 362

Fax: (949) 386-7498

### E-mail: CGomez@unitedlegalgroup.com



### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Dear ${salutation}. ${firstname},

My name is Charles Gomez; I am the Director of Business Development here at United Legal Group & Credit Collection Bureau (ULG & CCB). I appreciate you taking the time to speak with me and for your interest in our collection services. Along with this introductory letter, I have attached a copy of our Collection Service Agreement, and instructions on how to submit your accounts to our agency “Place Your Claim. Please review them and let me know if you have any questions or concerns.

Our website address is:

***www.UnitedLegalGroup.com***

ULG & CCB has been in business since 1992. We are a professional attorney supported collection agency and highly regarded in our industry and among our satisfied clientele. Throughout the nation, businesses such as yours entrust us with their slow pay accounts. With offices nationwide we are able to collect in all 50 states.

We are proudly a contingent collection agency. Our fees are commission-based, charging only a fraction of the placement amount AFTER we collect. You pay nothing up front - making us a highly incentivized & no-risk service. We offer various options and can even provide custom solutions and/or take legal action depending on what your past due needs require.

**We specialize in the following areas (but aren’t limited to):**

* *Commercial Collections*
* *Consumer Collections*
* *Retail Collections*
* *Judgment Collections*

As a full-service receivables management firm, ULG & CCB offers a wide variety of services that consistently produce industry-leading results, including: **Billing, Credit Reporting, Skip Tracing,** & **Legal Action.** We are poised to help you regain financial control, maintain clientele, and collect hard earned money!

## ${username}

**Account Manager**

Phone: (877) 367-1737 ext. 362

Fax: (949) 386-7498

### E-mail: CGomez@unitedlegalgroup.com

***If we don’t collect, there is no charge!***



**COLLECTION SERVICE AGREEMENT/ASSIGNMENT**

ULRS, Inc., DBA United Legal Group, DBA ULG, DBA Credit Collection Bureau, DBA United Legal Collections (referred to as “ULG”) and Birkholm's Water Ski & Wakeboard School (referred to as “CLIENT”) agree that accounts assigned to ULG are subject to the terms and conditions of the following Collection Service Agreement/Assignment (referred to as “Agreement”) between the parties.

1. CLIENT REPRESENTATIONS, COVENANTS, AND WARRANTIES: CLIENT represents, covenants, and warrants to ULG that CLIENT is the original creditor of, or owns the right to assign or collect of, any and all assigned accounts. [Account(s) as used in this Agreement shall refer to each particular debtor account assigned by CLIENT and not CLIENT’s entire book of business with CLIENT.] CLIENT further represents, covenants, and warrants to ULG that the information concerning any account CLIENT assigns to ULG has been prepared in good faith based upon CLIENT’s accounts receivable and represents valid and legally enforceable debts.
2. ASSIGNMENT OF ACCOUNT(S): CLIENT hereby agrees to the assignment of all accounts placed with ULG. CLIENT understands and agrees that this assignment of its accounts to ULG operates as a transfer of CLIENT’s legal and financial rights in the accounts to ULG for each individual account placed with ULG for the time periods specified herein. This Assignment may only be cancelled under the terms of this agreement for the reasons stated herein and only in the time periods provided by this agreement. If ULG obtains a judgment on any assigned account through ULG’s attorney(s) the assignment may not be cancelled by CLIENT for that account so long as the judgment is valid or renewed. Lawsuits and/or enforcement of judgments will be in the name of ULG unless otherwise agreed to in writing.
3. COLLECTION RATES/COLLECTION FEES: ULG’s contingency fee will be based on the percentages below. These fees only apply to the principal amount collected; CLIENT is not obligated to pay these fees on any uncollected principal amount. ULG shall be entitled to any and all interest and/or collection fees recovered. To expedite resolving the account sent by the CLIENT, we offer debtors different types of payment options to secure and resolve the account as soon as possible. Our payment options consist of debit cards, certain credit cards, checks, direct deposits, and wire transfers. For debit and credit cards, we charge a 5% convenience fee per transaction. For wire transfers, we charge a flat convenience fee of $50.00 regardless of the transfer amount. No convenience fees are charged for cash and checks. ULG will attempt to have the debtor agree to pay for these convenience fees. If the debtor does not pay the convenience fees, the fees will be taken from the CLIENT’s portion.
4. We charge a 35%) contingency fee of the principal of each account when the date the account is assigned to ULG is within one (1) year from the account’s first delinquency date with the original creditor;

1. We charge a (45%) contingency fee of the principal of each account when the date of assignment is over one (1) year from the account’s first delinquency date with the original creditor;

1. We charge (50%) of the principal of each account assigned if: 1) The account is sent to an in-house or outside attorney to be collected; 2) The assigned account is a judgment; 3) The assigned account originates from a “Not Sufficient Funds” check [NSF check] or other returned/rejected/not honored payment instrument/device/method; 4) The assigned account requires any skip tracing work; 5) The account has previously been assigned to other agency[ies])/entities/individuals for collection; 6) The assigned account has a principal balance of $1,000.00 or less; 7) Any debtors in connection with the assigned account/debt are located outside the United States; or, 8) The assigned account is collected through one of ULG’s subcontracted agencies. 9). If the account is assign past statute of limitations.

1. ULG REMITTING FUNDS: Within sixty (60) days from the date an account is settled-in-full or paid-in-full, ULG will remit to CLIENT their portion of the principal amount collected, after deducting ULG’s contingency fees, interest (if collected), and any costs ULG advanced on behalf of CLIENT. For any payment plans and partial payments, ULG’s contingency fees will be allocated first, costs expended second, any interest third, and the principal amount last.
2. DOCUMENT REQUESTS: If ULG requests backup documentation or any additional information from CLIENT regarding any account including but not limited to payment information before and/or after assignment, CLIENT must respond within ten (10) business days of the request. If CLIENT does not respond or CLIENT cannot provide documentation, ULG may, in its sole discretion, treat the account as if it were IMPROPERLY CANCELLED under sections 10 and 11 of this Agreement.
3. CHECK ENDORSEMENT AUTHORIZATION: CLIENT authorizes ULG to endorse checks, money orders, any form of payment whatsoever or other papers made out in CLIENT’s name in connection with the assigned accounts.
4. DIRECT PAYMENTS TO THE CLIENT: CLIENT shall not take any direct payments on any account assigned to ULG without the express written approval of ULG. If CLIENT accepts such a payment in violation of this provision, CLIENT must notify ULG of any payments received directly for any assigned account within two (2) business days upon receipt. Once an account is assigned, ULG receives their COLLECTION RATES/FEES per paragraph 3 of this Agreement on all payments received on or after the date of assignment to ULG. Money paid directly to the CLIENT will be allocated to the account in the same order specified in section 4.
5. INDEMNIFICATION: CLIENT will indemnify and hold harmless ULG, its officers, directors, employees and agents against any and all direct or indirect losses, claims, demands, expenses (including attorneys’ fees) or liabilities of any nature as a result of CLIENT’s assignment and/or cancellation of accounts to ULG, as well as any data furnished by ULG on CLIENT’s behalf to the major credit reporting agencies relating to CLIENT’s accounts assigned to ULG in this Agreement.
6. CHARGEBACK, DISPUTED, AND/OR REFUNDED PAYMENTS: In the event ULG receives a payment on an account and that payment(s) must be returned or given to another party for any reason, including but not limited to: a chargeback, return as a preference payment in a bankruptcy action, payment is nullified/voided for any reason, overturned by court order or appeal, or the payment is disputed and refunded for any other reason whatsoever, and ULG has remitted CLIENT its percentage of the money

**Initials:\_\_\_\_\_\_\_\_\_\_** Page 1 of 3

collected, the CLIENT agrees to remit to ULG the full amount of the money to be returned or given to another party within seven (7) calendar days. CLIENT agrees ULG shall have the sole discretion to decide whether full payment should be refunded to the debtor and CLIENT agrees to be bound by ULG’s decision and agrees to be responsible for 100% of the full payback amount.

1. CANCELLATION OF ACCOUNT(S): CLIENT has the right to cancel an assigned account after three (3) years from the assignment to ULG unless the account is on a current payment plan or ULG and the Debtor are engaged in active settlement negotiations. CLIENT must give thirty (30) days written notice to ULG. If CLIENT cancels an account after three (3) years with proper notice, the account will not be subject to paragraph 11 below. CLIENT may also cancel an account within twenty-four (24) hours of assignment to ULG and if cancelled within 24 hours, the account will not be subject to paragraph 11 below. CLIENT shall have no right to cancel any account on which ULG has had an attorney perform any work or a lawsuit has been filed. Any cancellation of an account if not allowed, shall be considered an improper cancellation.
2. RIGHT TO COLLECTION FEE/COMPENSATION FEE IN THE EVENT OF IMPROPER CANCELLATION OF ACCOUNT(S): If CLIENT decides to cancel an account within three (3) years from the date of assignment, after 3 years without 30 days written notice, or an account on a payment plan or in settlement negotiations, and CLIENT receives a payment from the debtor within one year of the improper cancellation, CLIENT agrees to pay ULG the COLLECTION RATES/FEE agreed upon in paragraph 3 that would have been earned had the account, together with costs and interest, been collected in full. The PARTIES to this agreement give ULG the right to audit CLIENT’s business for purposes of determining direct payments to CLIENT.

If CLIENT decides to cancel an account within three (3) years from the date of assignment, or after 3 years without 30 days written notice, or an account on a payment plan or in settlement negotiations, and CLIENT receives no payment from the debtor, CLIENT agrees to pay ULG a COMPENSATION Fee at an hourly rate of $350 [Three Hundred Fifty Dollars] per hour billed in 10 [ten] minute increments for collection staff and $550 [Five Hundred Fifty Dollars] per hour billed in 10 [ten] minute increments for legal staff/attorneys.

The PARTIES to this Agreement acknowledge it is difficult for ULG to calculate exactly how much ULG expends on the numerous costs, expenses, taxes and fees associated with servicing CLIENTS assigned accounts which can include, but are not limited to, employee expenses, building expenses, utility expenses, taxes, insurance, licensing fees, investigator fees, skip tracing fees, staffing, credit reporting expenses, office expenses, professional expenses, court fees, litigation expenses and any other cost or expense. CLIENT agrees the two methods, above, of calculating the improper cancellation fees are reasonable given ULG’s experience in the debt collection industry and are not considered a penalty but rather the reasonable measure of damages incurred by ULG in the expenditure of funds and loss of business caused by the improper cancellation of any account and is intended to make ULG whole. If CLIENT receives a payment from the Debtor within one year of the improper cancellation after paying the hourly improper cancellation fee, CLIENT shall pay ULG the COLLECTION RATES/FEE discussed in the first paragraph of section 11, with a credit for the monies paid.

CLIENT is obligated to remit the COLLECTION RATE/FEE/COMPENSATION FEE discussed above for improperly cancelled accounts to ULG within seven (7) days after a request is made. After this period, ULG reserves the right to forward account to ULG’s collection department. CLIENT agrees a 35% collection fee on the principal owed will be added if not timely paid. CLIENT also agrees that a 10% non compounding yearly interest rate will be added to the requested principal amount. Cancelled accounts cannot be reassigned without the express prior approval of ULG.

1. PROHIBITION AGAINST CLIENT SETTLING ANY ASSIGNED CLAIMS: CLIENT agrees not to settle or compromise any account assigned to ULG without the express written approval of ULG. If CLIENT accepts a settlement or compromise settlement for any assigned account without prior written authorization from ULG,CLIENT shall pay ULG their COLLECTION RATES/FEES as if the full assigned account balance and any interest, fees and costs on the account were paid by the debtor and not based on the settlement or compromised amount paid directly to CLIENT. If CLIENT accepts a compromise settlement with the express written approval of ULG, CLIENT shall pay to ULG the COLLECTION RATES/FEES specified in this Agreement. If the Collection fees are not remitted/paid by CLIENT to ULG within 7 days, 10% yearly simple non-compounding interest will be applied to the amount that should have been paid/remitted, if allowed by law. CLIENT agrees a 35% collection fee will also be collected on the requested principal amount owed if not paid within 7 days.
2. ASSIGNMENT OF PAID, SETTLED, CLOSED, INCARCERATED, MILITARY OR DECEASED DEBTOR ACCOUNTS: If any assigned account is verified to have been directly or indirectly paid, settled, and/or closed before the date of assignment ULG may close the account and CLIENT shall pay ULG their COLLECTION RATE/FEE of the payment amount. If any assigned account involves an incarcerated debtor, a military debtor or a deceased debtor, ULG may, in its sole discretion, proceed to collect on the account or close the account as it deems appropriate.
3. LIEN ON COLLECTED FUNDS: ULG will have a lien on any collected money on an account for all unpaid fees and costs it incurred including, but not limited to: contingency fees, interest, collection fees/rates, attorney’s fees, filing fees, deposition fees/costs or all costs advanced or incurred by ULG for any account assigned by CLIENT as agreed upon in this Agreement. CLIENT expressly authorizes ULG to allocate CLIENT’s portion of the money/monies collected on other accounts assigned by CLIENT towards the amount of ULG’s lien on any of CLIENTS accounts until the lien has been satisfied in full.
4. LEGAL COSTS: CLIENT agrees to advance all costs, legal fees and court costs/legal costs, as well as any related expenses for any account pursued through ULG’s Legal Department, attorney’s office or outside counsel. CLIENT gives full authorization to ULG for any financial and legal decisions to settle or make any decisions on any accounts worked or placed through ULG’s Legal Department, In-house attorneys or retained outside attorneys. At the conclusion of any account, CLIENT must request in writing that ULG return any of these unused legal costs; otherwise, ULG will retain them to be used for CLIENT’S other assigned accounts. ULG will attempt, but is not required to, obtain a signed acknowledgement of legal action from CLIENT so CLIENT is aware of the legal action/lawsuit.
5. CROSS ACTIONS/ BANKRUPTCY/FRAUD CASES: In the event of a cross-complaint, any type of bankruptcy or an appeal, ULG and ULG’s attorney are not responsible to pay for the defense of and/or defend CLIENT in that action, and CLIENT must handle that matter on their own. If ULG’s attorney(s) recommend that an account requires filing for a fraudulent transfer, fraudulent conveyance or alter ego/ piercing the corporate structure/inadequate funding or similar type of non-standard debt collection lawsuit or cause(s) of action, ULG and ULG’s attorney’s are not required to file such action and will only proceed with such causes of action if a new and separate written agreement is executed and signed by both parties.
6. DISCLAIMER OF GUARANTEE: ULG does not guarantee any particular result. CLIENT acknowledges that ULG has made no promises or representation about the outcome of any assigned account.

**Initials:\_\_\_\_\_\_\_\_\_\_** Page 2 of 3

1. ADDITIONAL DISCLOSURES/SOLE DISCRETION OF ULG: CLIENT understands that CLIENT is hiring ULG because of its experience in the debt collection industry and CLIENT understands that under this Agreement, ULG is authorized, but is not obligated, to find and hire local attorneys to bring suit and to use all other legal methods to enforce collection of accounts assigned. ULG is not a law firm, and ULG hires collection attorneys to file regular collection lawsuits at ULG’s sole discretion. ULG has made no promise or guarantee that it will actually hire an attorney to file suit on any particular account. CLIENT agrees that ULG will not be responsible if the statute of limitations expires or if any judgment expires on any account placed with ULG. CLIENT understands that ULG has the sole discretion to determine what actions and/or work methods are taken on each assigned account. CLIENT also agrees that ULG has the sole and exclusive right to assign the accounts to any entity at any time and may do so without notice to CLIENT. CLIENT also agrees that ULG may subcontract to any agency, entity, or individual at any time and without notice to CLIENT.
2. ENTIRE AGREEMENT: This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both parties to this Agreement.
3. SEVERABILITY: If any clause or provision of this AGREEMENT is held to be illegal, invalid or unenforceable under any law applicable to the terms hereof, then the remainder of this AGREEMENT shall not be affected thereby and shall remain in effect.
4. BINDING EFFECT: This AGREEMENT shall be binding upon and inure to the benefit of the PARTIES hereto and their respective representatives, successors and assigns.
5. CONFIDENTIALITY: The PARTIES to this AGREEMENT agree that the terms of this AGREEMENT shall be held in the strictest confidence by each Party and shall not be disclosed otherwise than in satisfaction of a demand by a governmental authority, a subpoena, by court order, as otherwise required by law, or as necessary to enforce the terms thereof.
6. COUNTERPARTS AND FACSIMILE: This AGREEMENT may be executed in counterparts and via facsimile with the same force and effect as if executed in one complete document. A copy, scanned, e-signature, digital image, photograph or facsimile signature on this agreement shall count as an original for all purposes of this agreement.
7. REVIEW OF THE AGREEMENT: Each Party to this AGREEMENT certifies that she/he/it has read all this AGREEMENT and fully understands it and has had time to consult an attorney of its own choosing.
8. GOVERNING LAW/VENUE AND JURISDICTION: This AGREEMENT is made and entered into the State of California and shall in all respects be interpreted, enforced, and governed under the laws of the State of California. The language in all parts of this AGREEMENT shall in all cases be construed as a whole according to its fair meaning and not strictly for or against any of the PARTIES and without regard for which party drafted the agreement. Any dispute with respect to the performance or enforceability of this AGREEMENT shall be filed in the Superior Court of California, County of Los Angeles, County of Riverside, or County of Orange, State of California.

1. WAIVER/NON-ENFORCEMENT: The waiver or non-enforcement of any provision of the agreement by ULG shall not be construed as a waiver of the entire agreement or a waiver of that particular clause on any other account or incident concerning CLIENTS accounts. ULG shall have the sole discretion as to whether to waive or enforce any provision.
2. CREDIT REPORTING: CLIENT hereby authorizes ULG to report accounts to credit reporting agencies.

### Initials:\_\_\_\_\_\_\_\_\_\_\_

28. PERSONAL GAURANTOR: If CLIENT is a corporation, LLC, partnership, or other entity, the undersigned person hereby personally and unconditionally accepts individual responsibility for payment by CLIENT as required by this Agreement. The undersigned guarantor waives diligence, demand for payment, extension of time for payment, notice of acceptance of this guaranty, and consents to any and all forbearances and extensions of the time for payment or performance by ULG under this Agreement and to any and all changes in the terms of this Agreement. ULG may enforce this guaranty without first resorting to or exhausting other remedies provided by the Agreement or the law, and in the event of a payment default by CLIENT, may report due amount to Guarantor's credit report.

### Initials:\_\_\_\_\_\_\_\_\_\_\_

29. ULG SETTLEMENT AUTHORITY: CLIENT hereby authorizes ULG to accept any payment, compromise or settlement in full on any assigned account by CLIENT to ULG as ULG sees fit in its sole and exclusive discretion without prior written approval from CLIENT.

### Initials:\_\_\_\_\_\_\_\_\_\_\_

ULRS, Inc. | Empire Recovery

Birkholm's Water Ski & Wakeboard School

1214 Pyramid Cir, ,

South Lake Tahoe, CA 96150

*On Behalf of Client:*

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

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This Agreement is Personally Guaranteed By:*

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

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### *(As Personal Guarantor)*

Page 3 of 3

Systems, Inc.

*DBA United Legal Group, DBA Credit Collection Bureau*

Account Manager: *Charles Gomez*



### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How To Submit Your Accounts**

*Method #1: Via Our Website*

We recommend all of our clients submit their accounts using this method. Within one (1) business day of receiving your signed Collection Service Agreement, someone from Client Services will provide you with your login credentials to our website where you will be able to submit your accounts at your convenience. Below are the step-by-step instructions:

####  Visit our website, [www.unitedlegalgroup.com](http://www.unitedlegalgroup.com/)

* Click on the [Client Login](http://www.unitedlegalgroup.com/place-your-claim.aspx) link at the top of the page
* Login using username & password provided to you by your account manager
* The default account type is Consumer; however, choose Commercial if the responsible party is a business
* Fill out as many of the fields as possible and to the best of your knowledge
* Upload up to five (5) supporting documents (all file types are acceptable)
* After reviewing the account info once more, click “Submit”

There are several benefits to submitting your accounts using this method:

* You may submit accounts 24 hours a day, 7 days a week, 365 days a year.
* Your accounts are entered directly into our collection database and is assigned to one of our collectors within 1 business day.
* An e-mail containing each account’s details is sent to you automatically immediately upon submission so you can check to see if there were any mistakes or if there need to be any changes made.

*\* If you have 10 or more accounts to submit and want more information on how to bulk import accounts, please ask your account manager for our Bulk Account Excel Template*

### *Method #2: “Place Your Claim” Form*

Whether you submit your accounts via our website or not, each field on the “Place Your Claim” form is the information necessary for us to start collecting. If you decide to use method #2, each account will need its own Place Your Claim form that is either handwritten or typed, and can be submitted to us via fax, e-mail, or mail. In addition to this form, you will need to include any essential documentation that can validate each account. It can be a basic invoice/ledger, any court papers showing a case number/filing date, a signed agreement/contract/financial responsibility, etc. Upon receiving your accounts, our data entry personnel will enter your accounts into our collection database. We will then e-mail or fax you an Account Acknowledgment reflecting the accounts you submitted.

#### **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLACE YOUR CLAIM**

**CLIENT INFORMATION**

CompanyName:

Contact:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

**DEBTOR INFORMATION:**

Type of Claim (Circle One):**COMMERCIAL/CONSUMER**

Client Account/Claim Number(s):

Debtor Name:

Debtor Company Name:

Debtor Company Contact:

Debtor SSN:

Debtor DOB:

Debtor Address:

Debtor City:

Debtor State:

Debtor Zip:

Debtor Home Phone:

Debtor Cell Phone:

Debtor Work Phone:

Co-Debtor Name:

Co-Debtor Address:

Co-Debtor City:

Co-Debtor State:

Co-Debtor Zip:

Co-Debtor SSN:

Co-Debtor DOB:

Co-Debtor Home Phone:

Co-Debtor Cell Phone:

Co-Debtor Work Phone:

Signed Contract (Y / N)?

First Date of Service:

Last Date of Service:

Original Amount Due:

Date Original Amount Due:

Interest Amount Due:

Interest Start Date:

Last Payment Amount:

Last Payment Date:

Current Amount Due:

Additional Information: