

## POSTING PACKAGE INFORMATION SHEET

In order to process your request for posting unpaid debts directly onto the credit reports of the subject, please provide the following:

- 1.** Copy of Collection Status Paperwork – copy of judgment, copy of contract/lease agreement, copy of invoice, and a breakdown of amount owed.
- 2.** Statement on company letterhead requesting collection activity against the subject
- 3.** Provide the following information on the subject:

Full Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Last Known Address: \_\_\_\_\_  
\_\_\_\_\_

Previous Address: \_\_\_\_\_  
\_\_\_\_\_

Did you have a Written contract/agreement and/or lease with the subject? Yes \_\_\_\_\_  
No \_\_\_\_\_

Full amount of collection debt – include late fees and/or collection charges \$ \_\_\_\_\_

Date the account was first opened: \_\_\_\_\_

Date the account first became delinquent: \_\_\_\_\_

If for a rental, date that the tenant vacated the property: \_\_\_\_\_

Please mark one:

\_\_\_\_\_ This was an INDIVIDUAL account  
(in the subject's name only)

\_\_\_\_\_ This was a JOINT account  
(another person was also responsible for the debt)

**Please complete one form for each subject.**

Your AMSties Code # \_\_\_\_\_ Date \_\_\_\_\_

Name and/or Company \_\_\_\_\_

Fax # \_\_\_\_\_ Phone # \_\_\_\_\_

Address where you would like us to have consumer send payment:  
\_\_\_\_\_  
\_\_\_\_\_