



This form contains calculated fields and is best viewed in Adobe Acrobat Reader or Acrobat Professional. If you're using a web browser to view the form, it may not work properly. Download the form and complete it in Acrobat.

Part I: Unit Information

| | |
|------------------------------|---------------------------|
| Unit Submitting Charge _____ | Unit Account Number _____ |
| Contact Person _____ | Contact Email _____ |
| | Contact Phone _____ |

Part II: Collection Item Information

| | |
|------------------------------|--|
| Date of Service/Charge _____ | Charge Description |
| Account Number _____ | |
| Amount of Charge _____ | |
| 25% Collection Fee _____ | |
| Placement Fee _____ | |
| Total Due _____ | |

Part III: Debtor Information

| | | | |
|----------------------|------------------|-------------------|----------------|
| Name _____ | NetID _____ | Employee ID _____ | SSN _____ |
| Street Address _____ | City _____ | State _____ | Zip Code _____ |
| Home Phone _____ | Cell Phone _____ | Work Phone _____ | Email _____ |

Due to the confidential nature of this information, in accordance with university policy, **this form must be submitted securely** using one of the following methods:

1. By [Cornell Dropbox](#) to Kristin Thoman (kat8).
2. By fax to Kristin Thoman at (607) 255-6442.
3. By campus mail in a **sealed envelope, stamped "Confidential,"** to Kristin Thoman, University Collections, Office of the Bursar, 260 Day Hall.

Do not email this completed form. Do not store this completed form on your local computer. All paper copies of this completed form must be secured in a locked location, destroyed by a crosscut shredder, or moved to a secure archive facility. See [University Policy 5.10, Information Security](#) for more information about securing confidential data.