

Account Referral Form

Type of Business:

Company or Individual Name:

Mailing Address:

City:

State:

Zip:

Telephone number:

E-mail Address:

Fax Number:

Type of Business:

Company or Individual Name:

Mailing Address:

City:

State:

Zip:

Telephone number:

E-mail Address:

Fax Number:

Amount of Debt (Minimum of \$1000.00):

Is the Debt subject to interest?

yes **no**

If yes, by what authority?:

Notations on invoice, Bill of Lading etc.

Standard conditions of sale

Explicit written agreement

Other

If you selected "**Other**", please explain:

At what rate of interest (*per annum*)?

From what date (*mmm d, yyyy*)?

Debtor's Legal Status:

Corporation

Partnership

Professional Corporation

Sole Proprietorship/Individual

Have you had previous dealings with the debtor?

yes **no**

If yes, debtor is:

Generally reliable

Deceased

Generally unreliable

Bankrupt

Check returned

Location unknown

Slow to pay

Other

Out of business

Debtor's Bank Account Number:

Bank Name:

Bank Branch:

Debtor's Social Security Number:

If Corporation, provide Federal ID Number:

BGL Credit is hereby authorized to endorse in the name of the Creditor and to negotiate in its escrow account any and all checks, drafts, notes or other orders for the payment of money drawn or endorsed to the Creditor or cash which may come into the possession of BGL Credit, Ltd., in the course of its activities as collecting agent for the creditor in this matter.

By accepting the services of BGL Credit, Ltd., in this referral, we agree to BGL's current fee schedule, a copy of which has been received, read and understood by the Creditor.

Please print or type name and title: _____

Please check one or more boxes below, signifying we will be sending (via MAIL or Messenger Service) to BGL additional back-up information to aid opening of the claim.

- | | |
|------------------------------------------------|--------------------------------------|
| Tenant Application | Complete breakdown for all charges |
| Lease Agreement | Copies of all correspondence |
| Copy of Promissory Note | Copies of all relevant legal papers* |
| Checks (bounced and/or cancelled) | Invoices and/or Statements |
| Credit Information (application and/or report) | Bills Substantiating Orders |
| Contracts, Leases, or Orders | Notes on Telephone Contact |
| Proof of Delivery | Other (please specify) |

* Such as: dispossession, warrant of possession, summons and complaint, judgment, etc.