



# DCC Assignment Form

**\*\*Make several Photo Copies of this form for future use\*\***

**\*\*Please attach copies of Credit Application, Welcome Forms, Contracts, Invoices, Statements or Checks\*\***  
Tel (888) 860-2950 - FAX (310) 861-1818 - Email - PBishop@DirectCreditControl.com

Your Company Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date : \_\_\_\_\_

**Please provide as much information as possible and attach  
PROOF OF THE DEBT (Signed Agreements, Applications, Statements/Invoices)**

**Debt Information:**

**Responsible Party # 1 (Main Debtor / Tenant / Patient / NSF Check Writer) or Company that owes the money**

Name 1: \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Last Phone: \_\_\_\_\_ Cel: \_\_\_\_\_ Fax: \_\_\_\_\_

Amount Due: \_\_\_\_\_ Last Payment: \_\_\_\_\_ Last Service: \_\_\_\_\_ Acct# \_\_\_\_\_

Last Employment: \_\_\_\_\_ Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

More Info: \_\_\_\_\_

**CIRCLE if: Debtor #2 or if Contact Person - CIRCLE if: (Parent, Spouse, Company Owner, Co-Signer etc)**

Name 2: \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_

Address 2: \_\_\_\_\_

More Info: \_\_\_\_\_

- 1) Review and Sign the Collection Agreement and return with the first batch of accounts
- 2) Make several photocopies of the "Assignment Form" - keep on file for future use
- 3) If necessary please fill in the "Assignment Form" for each assignment with as much information as possible - please print clearly
- 4) Attach copies of **PROOF OF THE DEBT** (Examples - Last Statement, Invoices, Credit Applications, Patient and Insurance Information (if applicable) Checking or Bank Information, Copies of Judgment (if applicable), Move-Out Statement, Signed Agreements and Applications (if applicable).

**YOU MAY FAX ASSIGNMENTS TO (310) 861-1818 or EMail to PBishop@DirectCreditControl.com**  
**\*\*\* As a rule - early assignments with plenty of information produces the best results \*\*\***