

Collection Monitor for Delinquent Accounts

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers:

Home \_\_\_\_\_

Work \_\_\_\_\_

Other \_\_\_\_\_

Last Payment \$: \_\_\_\_\_

Last Payment Date: \_\_\_\_\_

Balance Due: \_\_\_\_\_

1. Statement 1  
(30 days) \_\_\_\_\_ (date)

2. Statement 2  
(45 days) \_\_\_\_\_ (date)  
(sent with sticker or note)

3. Call  
(60 days) \_\_\_\_\_ (date)  
(initiate and send pay prompter form copy #1 -- attach remaining copies to this form)

4. Follow-Up Call  
(70 days) \_\_\_\_\_ (date)  
(send pay prompter form copy #2)

5. Follow-Up Call  
(80 days) \_\_\_\_\_ (date)  
(send pay prompter form copy #3)

6. Account to Collection  
(90 days) \_\_\_\_\_ (date)

Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_