

COLLECTION FACT SHEET

NAME OF DEBTOR:

(include business or trade names if any)

ADDRESS OF DEBTOR:

(include business address if any)

PLACE OF EMPLOYMENT:

(name and address)

OCCUPATION OF DEBTOR:

DEBT:

- a) Original amount of debt
- b) Date debt was incurred
- c) Amount paid to date
- d) Interest (if applicable)
 - i) Authority to charge interest (e.g., Treasury Board Minute, Act or Regulation)
 - ii) Principal balance owing (exclusive of interest)
 - iii) Rate of interest
 - iv) Amount of interest owing
 - v) Date on which interest charges commenced.
- e) Total amount owing

DATE PAYMENT WAS TO COMMENCE:

MINIMUM AMOUNT PREPARED TO ACCEPT IN SETTLEMENT:

(recommended not less than principal plus portion of costs and interests)

IF PREPARED TO ACCEPT PAYMENT BY INSTALLMENTS, INDICATE MINIMUM SCHEDULE OF PAYMENTS REQUIRED:

DATE AND MANNER OF MOST RECENT ACKNOWLEDGMENT OF DEBT:

(by payment or writing)

NATURE OF DEBT (indicate contracts, property, dates, etc. relevant to transaction)

DISPUTES OR DEFENCES TO DEBT RAISED BY DEBTOR OR THAT THE MINISTRY IS AWARE OF:

INFORMATION THAT MAY ASSIST IN COLLECTION AFTER JUDGMENT (Name and address of debtor's bank, nature and location of assets etc. Indicate also if debtor has little or no assets.)

ADDITIONAL COMMENTS:

CONTACT PERSON:

Phone: