

**GENERAL AUTHORIZATION FORM**  
**& PPL MEMBER AFFIDAVIT FOR**  
**REQUESTED COLLECTION / DEMAND LETTER(S)**

TO: De Beaubien Knight Simmons Mantzaris & Neal  
P. O. Box 87  
Orlando, FL 32802

FAX #: 407-420-2092

FROM: \_\_\_\_\_ MEMBERSHIP # \_\_\_\_\_  
(full name of PPL member) INTAKE # \_\_\_\_\_

PLEASE PREPARE and mail a debt collection letter on my behalf to the following named individual or business (*circle one*), based upon the information provided below:

- 1) Full Name of Debtor: \_\_\_\_\_
- 2) (If debtor is a business) Full Name of the Debtor's Owner or Representative, and applicable title (i.e., sole proprietor, president, treasurer, agent, associate):  
\_\_\_\_\_

*(Letter will **not** be set without the full name/title of owner or representative)*

- 3) Debtor's Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

- 4) Total Amount of Debt: \$ \_\_\_\_\_

- 5) The total amount of this debt as specified in #4 above is comprised of the following sums (i.e., principal, interest, costs, returned-check fees):  
\_\_\_\_\_  
\_\_\_\_\_

*(All figures must precisely total the amount shown in # 4, above)*

- 6) \_\_\_\_\_ (Check if applicable). I wish for this debt collection letter to be mailed **via certified mail** in order to confirm receipt, and I have enclosed a check or money order in the amount of **\$8.00** for the cost of same.

*(\*\*NOTE: If your debt/claim is based on a writing of any kind (i.e., an agreement, contract, invoice, receipt, note, check, or other), then you **must** include also a complete legible copy of such writing(s). Include also a complete legible copy of any other documents that lend support to your claim, including any prior written demand(s). **DO NOT SEND ORIGINALS.**)*

I CERTIFY THAT I, \_\_\_\_\_ (*Name of Member*) have previously made formal written demand(s) for payment upon the above-named debtor, a copy(ies) of which is/are enclosed herewith, and that such demand(s) was/were unsuccessful; that I am providing a legible copy of all documents which support this claim; that this account receivable has not been assigned or sold to any third party and; that I have not received any written notice from the debtor or his/her/its attorney advising me or my business that said debtor has filed for bankruptcy protection. Further, I hereby acknowledge that all of the information provided herein may be provided to the debtor upon request if said debtor disputes this debt.

\_\_\_\_\_  
*Signature of PPL Member or Authorized Representative*

\_\_\_\_\_  
*Date*