

Tamra Hamlin

From: College Board [CollegeBoard@noreply.collegeboard.org]
Sent: Thursday, December 15, 2011 1:01 AM
To: Tamra Hamlin
Subject: The College Board - Past Due Invoice



Name:
Customer number:
Invoice number:
Order number:

Re: Past due balance of

Dear Colleague,

Thank you for your recent order for the SAT® test. Our records indicate a past due balance on your account. This is often the result of a declined credit card payment or failure to submit the correct amount with your registration. It is important that you pay this outstanding balance quickly to avoid having your SAT scores placed on hold.

Please choose one of the following payment options and follow the instructions below:

1. **Pay by credit card** by completing this form and faxing to our secure fax number, 703-935-2170. If you are faxing from outside the U.S., please include the U.S. country code of 001.

Cardholder name: _____

Transaction amount: _____

Credit card account: _____

Expiration date: _____

Card Security Value (CSV): _____

(The CSV is a 3-digit number found on the back signature panel of Visa, MasterCard or Discover cards; it is a 4-digit number found on the front of an American Express card)

ZIP code: _____

Phone: _____

Email: _____

"I authorize the College Board to charge my credit card."

Cardholder signature: _____

Please provide as much of this information as possible:

Order number: _____

Invoice number: _____

Customer number: _____

Student name: _____

Do not send credit card information via email; it is not secure.

2. **Pay by credit card** by calling 571-485-3890 from 8 a.m. to 4 p.m. ET.

3. Pay by check or money order in U.S. dollars drawn on a U.S. bank, made payable to The College Board. Include a copy of this letter and mail it to:

The College Entrance Examination Board
P.O. Box 27849
New York, NY 10087-7849

Do not send credit card payments to this address; they will not be processed.

Questions? Please contact SAT Customer Service:

Within the U.S.: 866-756-7346
Outside of the U.S.: 212-713-7789
Email: SAT@info.collegeboard.org

Thank you,
Accounts Receivable
The College Board

www.collegeboard.org

Please do not respond to this email as it is not a monitored email address. If you have a question or comment concerning College Board email services, please contact our [Customer Service Department](#).

To ensure that collegeboard.org email is not incorrectly identified as spam, please add Collegeboard@noreply.collegeboard.org to your address book.

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