

Client Code	
Client Name	
Date of Sale/Ownership Change	

Former Owner Contact Info		New Owner Contact Info	
Contact Name		Contact Name	
Company Name		Company Name	
Address		Address	
City, State Zip		City, State Zip	
Phone		Phone	
Email		Email	
FEIN or SSN		FEIN	

Did the New Owner purchase the A/R along with the sale?

Yes	Please fill out the above section for New Owner Contact Info. New Owners should separately fill out a New Client Setup form.	
	Does the new owner have Creditor Advocates contact information?	
	For ongoing support, do the New Owners have access to generate itemized statements, retrieve signed financial agreements, etc?	
No	Please fill out the above section for Former Owner Contact Info	
	Contact for ongoing support to generate itemized statements, retrieve signed financial agreements, etc	
	Contact for legal action authorization, if legal action is desired going forward.	
	Payee on Check	
	Address to send Check	

Please fill out the list of authorized portal users on the back of this form (new and existing users).

A/R Owner acknowledges the existing collection contract, HIPAA BA Agreement (if applicable), and/or any other agreement will remain in effect until cancellation notice is received or until collection efforts have been exhausted, unless and until otherwise superseded by new replacement agreements.

Former Owner (if retained A/R or provided info above)		New Owner (if purchased A/R, provides ongoing support, or provided info above)	
Signature		Signature	
Date		Date	

Comments

Authorized Portal Users

Full Name	Email	Direct Phone	Username, if known

Fax to (952) 657-5932
Or
Mail to:
Creditor Advocates
PO Box 1264
Prior Lake, MN 55372

Client Code	
Client Name	
Date of Closure	
Payee on Check	
FEIN or SSN	
Address to send Check / Invoice	
Phone	
Email	
Contact for ongoing support to generate itemized statements, retrieve signed financial agreements, etc	
Contact for legal action authorization, if legal action is desired going forward.	

Please fill out the list of authorized portal users on the back of this form.

Comments:

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Signature		Signature	
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Authorized Portal Users

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