

# Collection of Debts Owed by Employees to James Madison University

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| Employee’s Name: | |  | |
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| Employee’s PeopleSoft Number: | |  | |
|  | |  | |
| Employee’s Social Security Number: | |  | |
|  | |  | |
| Amount of Debt: | |  | |
|  | |  | |
| Nature of Debt: | |  | |
|  | |  | |
| Specific Instructions to Payroll: | |  | |
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| I have reviewed the information above and believe it is accurate and correct. I have followed all procedures as it relates to JMU Policy 4502 Collection of all Debts by Employees to James Madison University. | | | |
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| Department Head Signature |  | | Date |
|  |  | |  |
| Printed Department Head Name |  | | Department Name |
|  |  | |  |
| MSC of Department |  | | Contact Number |
|  | |  | |
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