

# Collection of Debts Owed by Employees to James Madison University

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| Employee’s Name: |       |
|  |  |
| 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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