

## Collection of Debts Owed by Employees to James Madison University

Employee Name: \_\_\_\_\_

Employee PeopleSoft Number: \_\_\_\_\_

Employee Social Security Number: \_\_\_\_\_

Amount of Debt: \_\_\_\_\_

Nature of Debt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Instructions to Payroll: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

Date: \_\_\_\_\_

Department Name and MSC: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Printed Department Head Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_