



## RFC Release Authorization Form

ABC now offers yet another way to save you time. If you regularly forward membership agreements (accounts) to a collection agency after ABC has attempted to collect, we can help you. Simply complete the form below and we will process all the information the collection agency needs. The agency will contact our specially-trained representative with questions regarding any membership agreements (accounts). Here's how it works:

1. Choose a collection agency and provide their information below so we can set them up in our system. (Follow the agency's procedures for this process).
2. You will receive an email once the RFC (returned for collections) selection is complete informing you that the RFC membership agreements (accounts) are available for you to review on our Club Reporting System. RFC processing occurs on the 16<sup>th</sup> of each month.
3. If any member on the list should not be sent to the collections agency, you can reinstate their account through DataTrak, our Online Business Center or simply by emailing [rfc@abcfinancial.com](mailto:rfc@abcfinancial.com) with the names and agreement numbers you do NOT want sent, along with an explanation of what you want us to do with the agreements (accounts). **Example:** (Cancel, Reinstate, etc.)
4. ABC will hold all agreements (accounts) until the 26th. If we don't receive instructions prior to the 26th then agreements (accounts) still in RFC status will be sent to your collection agency.
5. Your ABC Billing account will automatically be deducted for the fee as stated on this form.
6. We will provide the agency with our RFC process specialist contact who is able to answer any questions you may have.

To authorize ABC to release your RFC agreements (accounts) to the agency listed below, please complete and return this form:

Name of Agency: Kingston Data and Credit International

Address: 1100 Clarence St, Suite 204, Brantford, ON. N3S7N8

Contact Name at Agency: Cheryl Fraser Fax: 519-753-0066

Phone # for Contact: 226-499-7863 Email for Contact: cfraser@kingstondc.com

Phone # for Members: 888-908-3151 Date to Begin Forwarding Agreements (Accounts): \_\_\_\_\_

Charge per Agreement (accounts) sent: \$2.00 Date to Begin Charging: \_\_\_\_\_

Process RFC agreements (accounts) dating back to: \_\_\_\_\_

Club Collections Contact Name (please print):  
\_\_\_\_\_

Email for Club Collections Contact:  
\_\_\_\_\_

ABC Club Numbers: \_\_\_\_\_  
\_\_\_\_\_

Signature of Club Contact (must be level 3)

\_\_\_\_\_ Date