Merchant Collection Item Form (to be completed by merchant)

Date: _____ Merchant Phone #: _____

Merchant Name: _____

RE: Collection Item/Merchant Request

Please note the following as it applies to the item(s) you are submitting for collection:

- Qualstar will monitor funds in the member's account for a maximum of 15 business days
- If the item(s) is/are uncollectable within 15 days, the original item(s) will be returned to you
- If we are able to collect on the item(s), a $15.00 collection fee will be assessed (for each item)
- You are only able to submit each item for collection one (1) time
- A self-addressed stamped envelope is required for return of the collected funds or original item
- Send the item, this completed form and a self-addressed stamped envelope to:

  Qualstar CU
  Accounting Dept/Collection Item
  PO Box 3050
  Bothell, WA 98041

Please complete the following information for each item submitted for collection and return this form to Qualstar Credit Union (keep a copy for your records):

1. Qualstar Member Name:_____

   Check Number: _____ Check Amount: $_____

2. Qualstar Member Name:_____

   Check Number: _____ Check Amount: $_____

3. Qualstar Member Name:_____

   Check Number: _____ Check Amount: $_____

4. Qualstar Member Name:_____

   Check Number: _____ Check Amount: $_____

Additional questions can be answered by calling our **Accounting Dept. at 425.643.3400** (funds will not be verified over the phone.)