

Placement Form Instructions

There are two types of forms you can access to complete a placement for an outstanding account that you would like for CMC to work. One form is a printable .pdf format that can be printed and manually completed. The second form is an electronic fillable .pdf format that can be completed using your PC's keyboard and then printed out. You must also submit any related information such as loan documents, contracts, or itemized statements. Please review the following directions:

Printable Formats*

Access the pdf form and print it out using your local or network printer. Fill out all information as in-depthly as possible. These forms can be mailed or faxed to CMC.

Physical address: Credit Management Company
 2121 Noblestown Road
 Pittsburgh, PA 15205

Fax number: 412-937-1286

Phone: local: 412-937-0900 or toll free: 800-472-1483

Electronic Fillable Format*

Access the pdf form and complete all information as in-depthly as possible. Print the completed form using your local or network printer. These forms can be mailed or faxed to CMC. (contact information listed above) They cannot be emailed in the format due to current limitations of Adobe Reader. Please review the following:

- You must complete the placement form in one continuous sitting. You cannot save the data & return to it at a later time – unless you have Adobe Acrobat Professional.
- You cannot save a completed form in the pdf format unless you have Adobe Acrobat. (However, if you are familiar with grabbing print screens you can grab the completed pdf image and embed it within another program such as Word to archive or email)
- The completed pdf form cannot be emailed. If you attempt this only a blank form will be sent. All data will be lost. (see above)
- You should have Adobe Reader 8.0 or higher to use the form. This can be downloaded for free from Adobe's website at www.adobe.com.

If needed, you can access the completed placement form examples listed on the website for your reference.