



310 East Howard Street PO Box 706 Hibbing MN 55746  
800-447-7046 218-263-8886 218-262-5762

**COMPLETE CREDIT AND COLLECTION SERVICE**

**Attention** Bookkeeping/Check Clearance:

This letter is to serve as your authorization to send out returned checks directly to Check Recovery, our agent for check collection, after routing once.

**DO NOT RE-DEPOSIT.**

Please send checks to: **RCB COLLECTIONS**  
**PO BOX 706**  
**HIBBING, MN 55746**

This change in routing is to take effect immediately. If you have questions, please feel free to get in touch with RCB Collections at (218)-263-8886 or 800-477-7046.

Thank you for your cooperation with regard to this matter. Your timeliness is greatly appreciated.

Dated: \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Corporate Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Contact*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Bank*

\_\_\_\_\_  
*Account No.*

**For office use only**  
*Copy to Bank*

*Date:*