

A Required Documentation – Collateral Contacts

REVISION 34
(02/01/15 – 03/31/15)

When a [collateral contact](#) is made, document the following:

- Name, phone number and the title of the contact.
- Information provided by the collateral contact (e.g., dates and amounts of pay, financial account balance, names of persons living at the address, etc.).
- Date of contact.

NOTE The collateral contact's address information should be obtained when it is available.