

NATIONAL BILLING ASSOCIATES, INC.

P.O. Box 2050, Lutz, FL 33548
Phone (813) 931-0000 Fax (813) 909-8517

DECEASED CLIENT NOTIFICATION

Date: _____ Client's Name: _____

Please be advised the above client has expired as of: _____

We wish the following option to apply: *(please check one)*

_____ Close out account immediately

_____ Close out account at the end of current billing quarter

_____ Continue to work account until all filing and follow-up is completed

_____ Close out account as of _____ (date)

Thank you,

Authorized Signature

Relationship to Client

Please Print Name

*****NBA Office Staff Only*****

Date Received: _____ Employee _____

Date Reply Sent: _____ Employee _____

Date File Closed: _____ Employee _____
