**Sample Account Assignment Checklist**

**Date: \_\_\_\_\_\_\_\_\_\_\_**

Name of vendor:

Name of assignee:

Date of Section 9-406 diversion letter (attach letter):

Date diversion letter received:

Contact information and payment instructions for assignee:

Account balance owed to vendor as of date above: $\_\_\_\_\_\_\_

Any counterclaims, credits, offsets or other defenses to payment? [Yes/No]

If yes, amount as of date above: $\_\_\_\_\_\_\_

If defenses do not involve a clear credit or offset, describe: