

Following are instructions for agencies and health care providers to complete the letter on the impact of medical debt credit reporting and tell your story. Thank you for your advocacy!

### **Step One**

Add the date in the form. For example: December 31, 2022

### **Step Two**

Instructions for including your company logo on the letters:

- Download the PDF
- Click the blank logo box on front page
- This will prompt a box to pop up asking you to select which image (from your computer files) you'd like placed in the logo box
- Click "Browse" to select your logo and then "Open" once you've located it in your files
- Click "OK"
- Save the file once logo has been placed.

### **Step Three**

Find your legislative contacts:

[Openstates.org](https://openstates.org) has a tool to allow you to find your federal (and state) representatives using your address.

When you type in your address, the site will list the federal legislators in your area in the example shown below. By clicking on their name, you will see their email address. Save their email address to use when you are ready to send your letter via email.



# Find Your Legislators

Look your legislators up by address or use your current location.

Open States reflects districts for people currently in office for 2022. Legislators and district boundaries will be updated to reflect redistricting before the 2023 sessions.

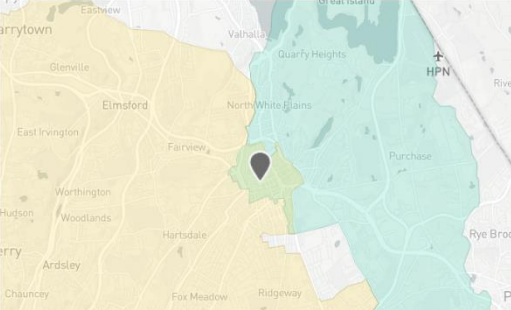
123 Main Street Search by Address Use Current Location

State

NAME	PARTY	DISTRICT	CHAMBER
 Chris Burdick	Democratic	93	lower
 Andrea Stewart-Cousins	Democratic	35	upper

Federal

NAME	PARTY	OFFICE
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## Step Four

Addressing the letter:

When you have the names of your representatives, you may address all of them in one letter. If you are a health care provider contacting your member of Congress, you can also follow these steps. If you are health care provider submitting a letter to the credit reporting agencies, they will be filled out for you.

### For U.S. Congress:

U.S. Rep. LAST NAME

### For U.S. Senate:

U.S. Sen. LAST NAME

**Example with all names:** U.S. Rep. Frank, and U.S. Sen. Morgan and U.S. Sen. Smith. *Note: There will be two senators listed for your state.*

## Step Five

Completing the letter:

If you are from an ACA member agency, in the first paragraph of the letter, fill in your name and agency information. If you are a health care provider, fill in your company name and the debt collection agency partner you work with. Follow the

prompts by holding your mouse over the blue boxes. In the next several paragraphs highlighted with blue boxes, follow the prompt viewable by holding your mouse over the box to fill in information about your agency or provider facility. The information does not have to fill out the box completely, but it must fit within the box.

### **Step Six**

On the last page, after “Sincerely,” write your name in the blue box.

### **Step Seven**

Sending the letter:

Save the letter on your computer, attach it to your email and use the appropriate email addresses found on [OpenStates.org](http://OpenStates.org).

The addresses for Experian, Equifax and TransUnion are as follows:

Mr. Mark Begor  
Equifax  
1550 Peachtree Street N.W.  
Atlanta, GA  
30309

Mr. Brian Cassin  
Experian  
475 Anton Blvd.  
Costa Mesa, CA 92626

Mr. Chris Cartwright  
TransUnion  
555 West Adams St.  
Chicago, IL 60661