

DECLARATION OF IRRECOVERABLE RECEIVABLE

Statement of Uncollectible Accounts Write-Off

Declaration Date:

Document Ref No:

Prepared By:

Department:

DEBTOR ACCOUNT DETAILS

Debtor Name:

Account Number:

Address:

Contact Number:

OUTSTANDING DEBT & INVOICE SCHEDULE

Invoice Date	Invoice Number	Original Amount	Outstanding Balance
Total Irrecoverable Amount:			

REASON FOR UNCOLLECTIBILITY

- ☐ Debtor declared bankruptcy / liquidation
- ☐ Debtor ceased trading / dissolved
- ☐ Debtor untraceable / left jurisdiction
- ☐ Statute of limitations expired
- ☐ Uneconomical to pursue further legal action
- ☐ Settlement agreement finalized

Additional Notes / Description of Recovery Efforts:

DECLARATION STATEMENT

We, the undersigned, hereby declare and certify that the outstanding receivable details listed above have been thoroughly reviewed and investigated. Despite reasonable and diligent collection efforts, the outstanding balance has been deemed uncollectible. We hereby authorize the write-off of this debt from the active accounts receivable ledger in accordance with the corporate financial guidelines and accounting standards.

Prepared By (Signature & Date)

Name:

Title:

Approved By (Signature & Date)

Name:

Title: