



DUPLICATE STATEMENT ADDRESS FORM

This feature will print a duplicate statement for the File Number you fill in below. You can have up to nine duplicate statements per File Number.

Date _____

Firm Number _____

File Number _____

- To add a duplicate statement:** print a "0" in the box, fill in your Firm Number, the File Number and print the address on the lines provided below.
- To change a duplicate statements address:** in the box fill in the number which is printed at the top of the duplicate statements office copy directly after the word "DUPLICATE", fill in your Firm Number, the File Number, print the new address on the lines provided below and **attach the office copy of the duplicate statement.**
- To stop printing a duplicate statement:** in the box fill in the number which is printed at the top of the duplicate statements office copy directly after the word "DUPLICATE", fill in your Firm Number, the File Number, and **attach the office copy of the duplicate statement.**

Each line of the address is limited to 40 characters which includes spaces and punctuation.

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:

The duplicate statement(s) will be sorted directly behind its originating statement. The duplicate statement officecopy(s) will be sorted directly behind the originating statements office copy. The only difference between the originating statements and the duplicate statements is the duplicate statements will have the address you have printed on this form and the duplicate statements office copy will have DUPLICATE(#) printed after STATEMENT-OFFICE COPY at the top.

To correct a duplicate statements address through the Re-draft process, fill out this form and send it along with the office copy of the duplicate statement. When you close the file number (OUT on a log form), the duplicate statements attached to that file number will be permanently removed.