NEW CONTRACTOR INSTRUCTIONS:

Complete all forms in their entirety.

Email or fax forms to: [gnickel@nco-corp.com](mailto:gnickel@nco-corp.com) and to [JulioGZamarron@aol.com](mailto:JulioGZamarron@aol.com) fax #817-277-3470

Mail original forms with signature to:

NCO Corp

P.O. Box 941288

Plano, TX 75094

Enclose a copy of your divers License & Social Security Card with your packet.

You are responsible for setting yourself up with NICA – please call 1-800-551-6422 to get the appropriate forms.