**Central Collections Unit**

<http://dbm.maryland.gov/ccu/Pages/CCUAgencies.aspx>

**State/Local Agency Instructions: Using CCU's Electronic Excel Referral File Template**

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If you would like to use our [[https://dbm.maryland.gov/_layouts/images/icxls.png](https://dbm.maryland.gov/ccu/Documents/Referral-file-layout.xls)Referral File Template​](https://dbm.maryland.gov/ccu/Documents/Referral-file-layout.xls) for referring your debts to Central Collection Unit, please follow these directions:

* ​Excel File must be saved in .XLS format
* Do **NOT** remove any columns/fields that are not being used (leave blank)

Files submitted in the following incorrect format \*will be returned\* to your agency for correction:

* Word Document
* PDF file
* Excel file saved as an .XLXS
* CSV file

Reference documents

* [[https://dbm.maryland.gov/_layouts/images/icxls.png](https://dbm.maryland.gov/ccu/Documents/Data-Dictionary.xls)Data Dictionary](https://dbm.maryland.gov/ccu/Documents/Data-Dictionary.xls)

If your agency is interested in sending files in a standard text file format, please contact [ccu.information@maryland.gov](mailto:ccu.information@maryland.gov)

CCU is no longer accepting individual debt referrals via:

* Access database files
* Paper forms
* Fax or emails

**Forms**

* [[https://dbm.maryland.gov/_layouts/images/icpdf.gif](https://dbm.maryland.gov/ccu/Documents/New-Creditor-Form.pdf)**New Creditor Form**](https://dbm.maryland.gov/ccu/Documents/New-Creditor-Form.pdf)

**Access**

* [**CCU Creditor Portal**](https://ccuportal.md.gov/TitaniumPortal/portal/creditor/login?execution=e1s1&PORTAL_CSRFTOKEN=Z8KY-9UQI-K0MM-TRNC-IG34-AF6W-46RU-CQP7)
* [**CCU Web Forms​**](https://app.ccu.md.gov/login)