Settlement Agreement Review Checklist

Before you send any settlement funds to a creditor or collector.

Review Before You Pay

- ☐ Confirmed the correct creditor/collector and account
- ☐ Confirmed settlement amount and due date
- ☐ Noted whether it's a lump sum or installments
- ☐ Confirmed how the remaining balance will be treated
- ☐ Confirmed written terms were received before paying
- ☐ Documented the payment method
- ☐ Kept a copy of everything
- ☐ Planned post-payment follow-up

Notes

Additional Notes

This is a general-purpose template for your own use. It is not a substitute for legal, financial, or tax advice.

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How to Use This Settlement Agreement Review Checklist

When to Use It

Before you send any settlement funds to a creditor or collector. Review each field carefully and adapt it to your specific situation before sending or using it.

Step-by-Step Instructions

1. Go through each item before agreeing to send any funds.
2. Confirm every term is in writing before you pay — do not rely on a verbal agreement.
3. Keep a copy of the signed agreement and your payment confirmation.
4. Plan how you will follow up to confirm the account is updated after payment.

What to Do With It Once Complete

Keep this checklist and the signed settlement agreement together with your financial records for at least several years.

Important: This is a checklist, not legal advice — do not assume how the account will be reported to credit bureaus afterward; confirm reporting treatment in writing before paying.

Related guide: DIY Debt Settlement — https://www.reliefguardian.com/debt-solutions/debt-relief

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