



INSTRUCTIONS FOR THE ANNUAL/QUARTERLY REPORT

QUARTERLY REPORT INSTRUCTIONS:

- ✓ Quarterly Notification is DUE June 15, September 15, and December 15;
- ✓ Send the Quarterly Report only once a quarter on or near the due date;
- ✓ Complete the entire top left portion of the report (information about the licensee);
- ✓ Mark the quarter being reported with the year (i.e. 2009, 2010 etc) on the top right portion of the report;
- ✓ Attach a complete form CA4 for each **new** agent being reported;
- ✓ The list must be in alphabetical order and by location order;
- ✓ List terminated employees at the end of the Quarterly Report in alphabetical order and location order;
- ✓ A fee of \$20.00 (each) for all new active agents, including the RPIC(s), must accompany this report for reporting on June 15th, September 15th and December 15th;
- ✓ A fee of \$20.00(each) for all new agents, including the RPIC(s), must accompany this reporting;
- ✓ Attach ONE check payable to the Idaho Department of Finance for the total fees due (\$20 for **each** new agent you are registering);
- ✓ The Quarterly Report form may be copied or downloaded and reproduced as needed; be sure the form is signed.

ANNUAL REPORT INSTRUCTIONS:

- Complete the entire top left portion of the report (information about the licensee);
- List of **all ACTIVE** agents, including the **RPIC(s)**, in alphabetical order, by location;
- List of terminated employees since last Quarterly Report;
- Attach a complete Form CA4 for each **new** agent being reported;
- Attach ONE check payable to the Idaho Department of Finance for the total fees due (\$20 for **each** new agent you are registering);
- The Annual Report form may be copied or downloaded and reproduced as needed; be sure the form is signed.

IDAHO COLLECTION AGENCY ACT Idaho Code §26-2240: *Each applicant for a license under this act, with its initial license application, and each licensee at annual renewal, shall file with the director a list of all agents including the name of each agent and any other identifying information the director may require. A fee of twenty dollars (\$20.00) for each listed agent shall accompany the list. Each licensee shall notify the director in writing of any additions to its agent list no less often than every calendar quarter. A fee of twenty dollars (\$20.00) shall be paid to the director for each additionally identified agent in the quarterly notification of additions to a licensee's agent list. An agent is not required to be listed, nor the fee paid therefore, unless the agent acted for the licensee for more than thirty (30) business days.*

If you have any questions, please feel free to contact the licensing administrative assistant at 208-332-8085.

CONSUMER FINANCE BUREAU
800 Park Blvd., Suite 200, Boise, ID 83712
Mail To: P.O. Box 83720, Boise ID 83720-0031
Phone: (208) 332-8002 Fax: (208) 332-8096
<http://finance.idaho.gov>