

**STATE OF IDAHO
DEPARTMENT OF FINANCE
DUE NO LATER THAN 03/15/2019**

Idaho
Collection Agency
2019 Annual
Reporting
Requirements
**LICENSED
COMPANIES IN NMLS**

INSTRUCTIONS FOR COMPLETION OF THE ANNUAL REPORTING REQUIREMENTS

This Annual Reporting Package applies ONLY to companies with an "Approved" license and complete license record in the NMLS.

FILE QUARTERLY AND ANNUAL AGENT REPORTS VIA ONE OF THE FOLLOWING OPTIONS:

Option 1: FILE THE QUARTERLY AND ANNUAL AGENT REPORTS ONLINE WITH ACCESS IDAHO (required if reporting 100 + agents). Access Idaho and the Department of Finance offer a free online filing and record maintenance system for agent filings. This option allows companies to enter new agents, manage existing agents and rosters, track late or missing filings, and even pay for their quarterly agent additions or annual renewal agent fees by e-check or credit card. Licensees only incur the cost of any convenience fee associated with their chosen payment method. Reports may be filed up to 30 days prior to the due date of March 15, 2019, and you can amend and view your current and inactive agents at any time and from anywhere you have internet access. You can still access a demonstration of the process by clicking on this [LINK](#). Questions may be directed to collections@finance.idaho.gov or by calling 208-332-8002.

Option 2: PROVIDE A COMPLETE ANNUAL/QUARTERLY NOTIFICATION OF AGENTS/COLLECTORS FORM FOR ALL ACTIVE COLLECTORS/AGENTS, INCLUDING THE RESPONSIBLE PERSON IN CHARGE (RPIC), ALONG WITH A CHECK FOR REQUIRED FEES. You may download the excel spreadsheet from our website at www.finance.idaho.gov. Open up the excel spreadsheet and save it to your system, then reopen the spreadsheet to make all entries. Follow the "Annual Report Instructions." The form must remain in 8½ x 11 *landscape* format and the font must remain at a minimum size of 10 point. Inactive or terminated agents are to be reported but no fees for this category are required. **Report content must be current as of February 15 or later and filed by no later than March 15. Reports filed with earlier dated content will require additional information.**

Agent/Collector Annual Notification Reports not filed with payment made by March 15, 2019, may subject the licensee to administrative action pursuant to the Act.

ENSURE ALL RENEWAL FILINGS ARE POSTMARKED BY NO LATER THAN MARCH 15, 2019. This includes the Annual Report of Activity, Surety Bond Calculation, and Annual Notification of Agent Forms. We strongly recommend filing by **no later than February 15, 2019**, to allow time for processing and the opportunity to correct deficiency items required to be cleared or completed prior to March 15, 2019. **Submissions that are postmarked or date-stamped as delivered after March 15, 2019, may subject the licensee to administrative action pursuant to the Act**

Make Sure to Send the Following With the Annual Reporting Package:

- Annual Notification of Agent Form signed/dated OR completion of Annual Notification Report Filing submitted through Access Idaho (Option 1) OR alternative report filing via excel spreadsheet accompanied by \$20 per active Agent/Collector/RPIC fee (Option 2);
- Annual Report of Activity Form;
- Surety Bond Calculation Form and electronically- filed surety bond rider through NMLS, if applicable

Regular Mail:
Department of Finance
Consumer Finance Bureau
P O Box 83720
Boise ID 83720-0031

Overnight Mail:
Department of Finance
Consumer Finance Bureau
800 Park Blvd., Suite 200
Boise ID 83712

<http://finance.idaho.gov>
Phone: 208-332-8002, Option 4
Fax: 208-332-8099
Email: collections@finance.idaho.gov



2019 COLLECTION AGENCY LICENSEE SURETY BOND CALCULATION
Must be Filed by March 15, 2019

Complete either Section 1 or Section 2 based on your license type
Pertains to Idaho activity only

Complete all information—do NOT leave any space blank or solely default to maximum coverage.
Attach surety bond rider, if applicable, to this form filing.

Section 1: Applies only to Collection Agencies with a license number prefix of “CCA”

A. Calculate any change in bond amount required pursuant to Idaho Code § 26-2232 or § 26-2232A

- 1) Total gross payments to agency during 2018 _____
(Pertains to Idaho activity only) Should match amount shown on Annual Activity Report Section 1 "Idaho Collections"
- 2) Subtract fees earned (pertains to Idaho activity only) _____
Should match amount shown on Annual Activity Report Section 1 "Fees Received from Idaho Debtors"
- 3) Equals TOTAL NET COLLECTIONS _____
- 4) Divide total net collections by 6 _____
- 5) Round to the next highest \$1,000
(minimum \$15,000 - maximum \$100,000) _____ ^^

^^This is your new required surety bond amount. Provide a fully executed bond rider for any changes.

OR

Section 2: Applies to licensees with a license number prefix of “CDC,” “CDB,” “CDS,” or “CCR”

B. Calculate any change in bond amount required pursuant to Idaho Code § 26-2232A

- 1) Total moneys *accepted, received* **or** *held for another party* during 2018 _____
(Pertains to Idaho activity only)
- 2) Divide by 6 _____
- 3) Round to the next highest \$1,000
(minimum \$15,000 - maximum \$100,000)* _____ ^^

^^This is your new required surety bond amount. Provide a fully executed bond rider for any changes.

Certification of an owner, officer, director, partner or member: I HEREBY CERTIFY that the statements contained in this report and any attachments are true and correct and are based on the business activities of the licensee identified below for the period of January 1, 2018, through December 31, 2018, pursuant to the license issued to it under the Idaho Collection Agency Act.

Licensed Company Name: _____ License #: _____

Signature: _____ NMLS #: _____

Printed Name: _____ Title: _____

Phone: _____ Email: _____ Date: _____



Idaho Collection Agency Annual Report of Activity for 2018

To be completed by ALL Licensees

Due By March 15, 2019

Complete the following information as it applies to the licensee's business activities conducted in 2018. If the information requested does not apply to the licensee's 2018 business activities, insert "NA" or "0" but do not leave blank.

Company Name _____

Home/Main Office License # _____
(All licensees)

NMLS ID # _____
(If licensee maintains its Collection Agency license records on NMLS)

1. TOTAL COLLECTION ACTIVITIES IN 2018

Gross Collections (All amounts received directly or indirectly)

\$\$\$ Dollar Amount \$\$\$

Number of Debtor Accounts##

\$ _____

Gross Fees Received (All amounts received for the benefit of the licensee, whether received directly or indirectly)

\$ _____

_____ NA _____

Number of creditor clients for which collection services are performed

\$ _____ NA _____

Idaho Collections (All amounts received from Idaho debtors directly or indirectly. This amount should match the amount in the Surety Bond Calculations section 8-A-1 or 8-B-1, as applicable)

\$ _____

Fees Received from Idaho Debtors (All amounts received from Idaho debtors for the benefit of the licensee, whether received directly or indirectly. This amount should match the amount in the Surety Bond Calculations section 8-A-2)

\$ _____

_____ NA _____

2. IDAHO ACTIVITY ONLY

- a. Number of Idaho creditor clients for which collections services are performed
- b. Number of Idaho debtor clients contracted for credit repair services
- c. Number of Idaho debtor clients contracted for debt or credit counseling services
- d. Number of Idaho debtor clients **contracted** for debt settlement services
- e. Number of Idaho consumer accounts **settled** through debt settlement
- f. Number of charged-off accounts or other delinquent debt accounts purchased by licensee involving Idaho debtors
- g. Number of payday loans collected upon involving Idaho debtors

Number of Accounts##

Certification of an owner, officer, director, partner or member: I HEREBY CERTIFY that the statements contained in this report or any attachments are true and correct, and represent the collection related activity of the above-named licensee for the period January 1, 2018 through December 31, 2018.

Signature: _____ Phone: _____

Printed Name: _____ Email: _____

Title: _____ Date: _____