



**INSTRUCTIONS FOR THE ANNUAL/QUARTERLY REPORT**

**NOTE: If you are reporting 100 agents or more you MUST file electronically on Access Idaho**

**NEW APPLICATION INSTRUCTIONS:**

- ✓ Complete the entire top left portion of the report and mark the box on the right indicating it is a new application;
- ✓ The list must be in last name alphabetical order and by location order;
- ✓ Attach legal documents and explanations for any "Yes" checked felony or misdemeanor answers;
- ✓ A fee of \$20.00 (each) for all agents that conduct or plan to conduct Idaho activity, including the RPIC(s), must accompany this report;
- ✓ Attach ONE check payable to the Idaho Department of Finance for the total fees due (\$20 for **each** agent you are registering)

**QUARTERLY REPORT INSTRUCTIONS:**

- ✓ Quarterly Notifications are DUE June 15, September 15, and December 15;
- ✓ Send the Quarterly Report only once a quarter on or near the due date or no earlier than 30 days prior to the due date;
- ✓ Complete the entire top left portion of the report and mark the box on the right indicating the quarter for which you are reporting;
- ✓ Mark the quarter being reported with the year (i.e. 2010, 2011, etc) on the top right portion of the report;
- ✓ The list must be in last name alphabetical order and by location order;
- ✓ If terminated employees—those no longer conducting Idaho activity—are being reported, mark the box on the top right hand side and list at the end of the Quarterly Report in alphabetical order and location order;
- ✓ Attach legal documents and explanations for any checked "Yes" felony or misdemeanor answers;
- ✓ A fee of \$20.00 for each **newly** activated agent conducting Idaho activity, including any newly approved and activated RPIC(s), must accompany this report for filings on June 15<sup>th</sup>, September 15<sup>th</sup> and December 15<sup>th</sup>;
- ✓ Attach ONE check payable to the Idaho Department of Finance for the total fees due (\$20 for **each newly** activated agent you are registering);
- ✓ The Quarterly Report form may be copied or downloaded as needed. The form is required to be signed.

**ANNUAL REPORT INSTRUCTIONS:**

- Complete the entire top left portion of the report and mark the box on the right titled "Annual Report";
- List **ALL ACTIVE** agents that are or will be conducting Idaho activity, including the **RPIC(s)**, in alphabetical order and by location;
- List all terminated or inactivated agents since the last filed report;
- Attach legal documents and explanations for any checked "Yes" felony or misdemeanor answers;
- Attach ONE check payable to the Idaho Department of Finance for the total fees due (\$20 for **ALL ACTIVE** Agents including the RPIC you are registering);
- The Annual Report form may be copied or downloaded and reproduced as needed. The form is required to be 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 Section at 208-332-8002 or [collections@finance.idaho.gov](mailto:collections@finance.idaho.gov).

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**PROTECTING THE INTEGRITY OF IDAHO FINANCIAL MARKETS SINCE 1905**