

STATE OF IDAHO
DEPARTMENT OF FINANCE
DUE NO LATER THAN 03/15/2022

Idaho
Collection Agency
**Full Paper Renewal
2022**

INSTRUCTIONS FOR COMPLETION OF THE MARCH 15, 2022, PAPER RENEWAL PROCESS

This renewal package is ONLY to be completed by licensees that Do NOT have an "Approved" license on 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, 2022, and you can amend and view your current and inactive agents at any time and from anywhere you have internet access. You can access a demonstration of the process by clicking on this [LINK](#). Questions may be directed to the Department at: 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). 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. Report content must be current as of February 15 or later and must be filed no later than March 15. Reports filed with earlier dated content will be required to be supplemented. Companies reporting 50 + agents must file through Access Idaho (see below).

Agent/Collector Annual Notification Reports not completed, filed and with payment made by March 15, 2022, may subject the licensee to a reportable administrative action.

RENEWAL FORMS, REQUIRED DOCUMENTS, AND PAYMENT MUST BE POSTMARKED BY NO LATER THAN MARCH 15, 2022. Priority treatment and a guaranteed review prior to license expiration will be given to those renewal applications filed by no later than February 15, 2022. This will allow time for processing and notification to you of deficiency items, if any, required to be cleared or completed prior to March 15, 2022. **Submissions that are postmarked or date-stamped as delivered after March 15, 2022, will not be accepted and your license will expire by operation of law.** Conducting licensable activities under the Act without a current license carries civil and criminal penalties. Licensees must have a current Idaho Secretary of State (IDSOS) business filing. Licensees may verify their business filing status by visiting the IDSOS website at: www.sos.idaho.gov. Note, a filing with IDSOS is NOT a substitute for license renewal filing with the Department.

Make Sure to Send the Following with the License Renewal Package Submission:

- Completed Renewal Application Form—signed and dated to include all forms/documents for any "Yes" response to questions 1-5;
- List of Active Office Locations form and any supporting documents due to RPIC changes made, if applicable;
- 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);
- Original surety bond, or a surety bond rider, if an increase in bond coverage is required;
- Annual Report of Activity Form;
- Current Management Chart and current Organization Structure Chart;
- \$100 Annual Renewal Fee and \$20 for each RPIC for each location (if one individual is an RPIC at multiple locations the fee is only paid once for that individual).

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

Overnight Mail:
Idaho Department of Finance
will be relocating in Q1 of 2022 to
550 W. State St.
Boise, Idaho 83702-0031

www.finance.idaho.gov
Phone: 208-332-8002, Option 4
Fax: 208-332-8099
Email: collections@finance.idaho.gov

**STATE OF IDAHO
DEPARTMENT OF FINANCE**

DUE ON OR BEFORE 03/15/2022
www.finance.idaho.gov

Collection Agency
Debt/Credit Counselor
Debt Buyer
Credit Repair
Debt Settlement
2022 Renewal

Entity Name: _____ d/b/a: _____

Main Physical Address: _____

City, State, Zip: _____

Mailing Address: _____

City, State, Zip: _____

Idaho Collection Agency License #: _____ Tax ID#/EIN: _____

Primary Contact Person: _____ Contact Email: _____

Contact Telephone: _____ Contact Fax: _____

RPIC/Responsible Person in Charge for Main Address Location (see item 4 below): _____

Complaint Contact Person: _____ Phone: _____

Complaint Contact Email: _____

1. Has the licensee's LEGAL name, d/b/a or address changed from what is reflected on the Department's website? ****IF YES, CONTACT THE DEPARTMENT FOR ADDITIONAL INSTRUCTIONS PRIOR TO FILING THE RENEWAL APPLICATION.***
2. Has the licensee opened or closed any branches that have contact with Idaho debtors and/or Idaho creditor clients, regardless of where located, since initial licensing or since the last license renewal, whichever is later? ****IF YES, COMPLETE A FORM CA3, A FORM CA2 AND RESUME FOR EACH DESIGNATED BRANCH RPIC AND BRANCH MANAGER THAT CONTAINS DETAILED JOB DESCRIPTIONS/DUTIES, AND INDICATE THE DATE THE BRANCH WAS OPENED (NEW APPLICATION). IF A BRANCH WAS CLOSED, COMPLETE A FORM CA 3, MARK AS "AMENDMENT" AND INDICATE THE DATE THE BRANCH WAS CLOSED (AMENDMENT).***
3. Have there been any changes to the licensee's or any agent's legal or regulatory background disclosures from Form CA1 Section 9 since initial licensing, agent registration, or since last license renewal, whichever is later? ****IF YES, PROVIDE A WRITTEN EXPLANATION OF THE CIRCUMSTANCES AND PROVIDE COPIES OF SUPPORTING DOCUMENTS.***
4. Has there been a change in the licensee's RPIC(s) during 2021? An RPIC is the designated person(s) required to demonstrate a minimum of three years' experience in each specific activity conducted by the licensee under the Act at Idaho licensed/registered locations. ****IF YES, PROVIDE A COMPLETED FORM CA2, A LETTER OF EXPERIENCE (LOE) WITH DETAILED JOB DESCRIPTIONS, AND LIST THE RPIC ON THE QUARTERLY NOTIFICATION OF COLLECTORS/AGENTS FORM.***
5. Have there been any changes in the licensee's control persons, such as owners, officers, directors, member/managers, partners, etc., since initial licensing or since the last license renewal, whichever is later? ****IF YES, PROVIDE A COMPLETED SCHEDULE C OF THE FORM CA1, A COMPLETED FORM CA2 FOR EACH INDIVIDUAL ADDED AND A NEW MANAGEMENT CHART FOR THE COMPANY.***

YES*	NO

6. Indicate the activities **conducted** by the licensee in 2021 (refer below for definitions if needed):

_____ Third Party Collection _____ Social Security Payee _____ Mortgage Loan Servicing _____ Credit Repair
_____ Debt Buyer (passive) _____ Debt Buyer (active) _____ Debt/Credit Counseling _____ Debt Settlement
_____ Collection on Payday Loan Debt

7. Indicate the activities **expected to be conducted** by the licensee in 2022:

_____ Third Party Collection _____ Social Security Payee _____ Mortgage Loan Servicing _____ Credit Repair
_____ Debt Buyer (passive) _____ Debt Buyer (active) _____ Debt/Credit Counseling _____ Debt Settlement
_____ Collection on Payday Loan Debt

Comments: _____

Definitions of activities identified in questions 6 and 7 above (may not be all-inclusive):

- ✓ **Third Party Collection**—collects monies due from a debtor for payment to an owed creditor/provider
- ✓ **Active Debt Buyer**---purchases defaulted debt and directly collects or sues in own name
- ✓ **Passive Debt Buyer**---purchases defaulted debt and outsources collection to an Idaho licensed collection agency
- ✓ **Social Security Payee**---has met qualifications with Social Security to be the receiver of another party's benefits while managing the debts and obligations for that third party
- ✓ **Credit Repair**---contracts with debtors to advise on or affect changes or corrections to debtors' credit reports
- ✓ **Debt/Credit Counseling**---contracts with debtors to receive monies to prorate payments for debts owed, or affect an adjustment or compromise settlement of a debt owed by the debtor, or counsel a debtor in the management of a debt
- ✓ **Debt Settlement**---debt settlement is encompassed within the definition of "Debt/Credit Counseling," above, when one is in the business of offering or contracting with debtors to affect an adjustment or compromise of a debt owed by a debtor
- ✓ **Debtor**---individual or company who owes the debt
- ✓ **Client**---creditor or party to whom the debt is owed

8. **SURETY BOND CALCULATIONS**

**Complete either Section 8-A or Section 8-B 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*

Section 8- A: 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 2021 _____
(Pertains to Idaho activity only) *Should match amount shown on Annual Activity Report Section 1 "Idaho Collections"*
- 2) Subtract fees earned Fees are considered amounts paid by debtor, creditor, or other party, and retained by licensee for services rendered. (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.

Section 8-B: 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 2021 _____
(Pertains to Idaho activity only) *Should match amount shown on Annual Activity Report Section 1 "Idaho Collections"*

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

Certification of an owner, officer, director, partner or member: I HEREBY CERTIFY that the statements and information provided on this form and in all attachments, including but not limited to, Report of Activity Form, Office Location Form and Surety Bond Annual Calculation Form, are true and correct.

Print name: _____ Title: _____

Signature: _____ Date: _____

Phone number: _____ Fax Number: _____ Email Address: _____

LIST OF ACTIVE LOCATIONS

Locations Involved in Contacting Idaho Debtors/Consumers and/or Creditors
and
 Currently Licensed/Registered with the Idaho Department of Finance

	Full Physical Address of Office Starting with "Main/Corporate" Office Physical Location (<i>Do not include locations only maintained due to state of formation requirements—these are not allowed as <u>licensed</u> main locations but may be <u>registered</u> as branch locations</i>)	Phone Number	Email Address for this Location	RPIC for Location
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

If you have more than 14 branches, please duplicate this page. If you want to ADD or DELETE a branch location, complete and attach a Form CA-3 to this form. If ADDING a new branch location, in addition to Form CA-3 you must also file a Form CA-2 for the RPIC of that location with a current resume detailing job descriptions/duties. Forms may be found on the Department’s website (www.finance.idaho.gov) under “Collection Agency Forms.”

Company Name: _____ License #: _____